

MOS 92Y
SKILL LEVELS 1 AND 2



UNIT SUPPLY SPECIALIST

MARCH 2003

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**HEADQUARTERS
DEPARTMENT OF THE ARMY**

**Soldier's Training Publication
No. 10-92Y12-SM-TG**

Headquarters
Department of the Army
Washington, DC, 13 March 2003

SOLDIER'S MANUAL AND TRAINER'S GUIDE MOS 92Y UNIT SUPPLY SPECIALIST SKILL LEVEL 1/2

Contents

PREFACE	iii
Chapter 1. Introduction	1-1
Chapter 2. MOS Training Plan	2-1
Chapter 3. MOS/Skill Level Tasks	3-1

Skill Level 1

Subject Area 1: Security Procedures

101-92Y-1115 Store Selected Supplies and Equipment in Unit Storage Area	3-1
101-92Y-1200 Control Weapons and Ammunition in the Arms Room.....	3-5
101-92Y-1201 Maintain Key Control	3-14
101-92Y-1002 Establish ULLS-S4 Security Accesses.....	3-16

Subject Area 2: Supply Administration Procedures

101-92Y-1400 Use FEDLOG CD-ROM.....	3-21
101-92Y-1402 Prepare Delegation of Authority Documents	3-25
101-92Y-1119 Prepare Unit Supply Files.....	3-28
101-92Y-1500 Maintain Required Publications.....	3-30
101-92Y-1001 Operate Unit Level Logistics System S4 (ULLS-S4).....	3-34
101-92Y-1003 Establish ULLS-S4 Unit Parameter Files	3-39
101-92Y-1007 Perform Continuity of Operation Procedures (COOP)	3-47

Subject Area 3: Supply Procedures

101-92Y-1111 Request Supplies and Equipment.....	3-51
101-92Y-1112 Request Cancellation of Supplies	3-67
101-92Y-1113 Receive Supplies and Equipment	3-71

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*This publication, in conjunction with STP 10-92Y34-SM-TG, supersedes STP 10-92Y1-SM, 23 February 1994, and STP 10-92Y24-SM-TG, 23 February 1994.

101-92Y-1114	Issue Supplies and Equipment	3-74
101-92Y-1116	Maintain Due-in Status File for Requested Items	3-77
101-92Y-1117	Turn In Supplies and Equipment.....	3-82
101-92Y-1118	Transfer Supplies and Equipment.....	3-88
101-92Y-1401	Prepare a Document Register	3-94

Subject Area 4: Supply Adjustment Procedures

101-92Y-1408	Prepare Adjustment Documents	3-99
--------------	------------------------------------	------

Subject Area 5: Supply Accountability Procedures

101-92Y-1005	Maintain Unit Load	3-107
101-92Y-1110	Inventory Supplies and Equipment	3-113

Subject Area 6: Hand Receipt Procedures

101-92Y-1403	Prepare Hand Receipts/Subhand Receipts	3-122
101-92Y-1404	Maintain Hand Receipts/Subhand Receipts	3-135
101-92Y-1004	Establish ULLS-S4 Property Origin Record.....	3-140
101-92Y-1008	Perform Standard Property Book System-Redesign (SPBS-R)	3-142

Subject Area 7: Small Arms Organizational Maintenance Procedures

101-92Y-1204	Perform Organizational Maintenance on Small Arms.....	3-144
--------------	---	-------

Subject Area 8: Organizational Clothing Procedures

101-92Y-1102	Process Organizational Laundry	3-158
101-92Y-1405	Process Personal Clothing Request	3-160
101-92Y-1406	Prepare Organizational Clothing and Individual Equipment Record (OCIE)	3-163

Subject Area 9: Unit Budget Procedures

101-92Y-1006	Maintain Status of Funds	3-165
--------------	--------------------------------	-------

Skill Level 2

Subject Area 10: Supply Status Process

101-92Y-2113	Update Supply Status	3-171
--------------	----------------------------	-------

Subject Area 11: Relief From Responsibility Procedures

101-92Y-2112	Determine Method of Obtaining Relief from Responsibility for Property	3-173
101-92Y-2400	Process Property Adjustment Documents	3-176

Subject Area 12: Property Book Procedures

101-92Y-2110	Prepare a Property Book	3-179
101-92Y-2111	Post Transactions to Property Book	3-188
101-92Y-2116	Supervise Inventory of Supplies and Equipment.....	3-201

Subject Area 13: Absentee Property Accountability Procedures

101-92Y-2114	Account for Absentee's Clothing, Equipment, and Personal Effects	3-203
101-92Y-2115	Dispose of Absentee's Clothing, Equipment, and Personal Effects	3-206

APPENDIX A MAJOR JOB-DUTY POSITION	A-1
GLOSSARY.....	Glossary-1
REFERENCES	References-1

PREFACE

This publication is for skill level soldiers holding military occupational specialty 92Y. It contains standardized training objectives, in the form of task summaries, that you can use to train and evaluate yourself on critical tasks that support unit missions during peacetime/wartime. Soldiers holding the MOS (military occupational specialty) 92Y and SL (skill level) 1/2, should have access to this publication. It should be made available in work areas, unit learning centers, and installation MOS libraries.

All tasks in this manual are trained to peacetime/wartime conditions and apply to the active Army, Army Reserve, and Army National Guard component soldier.

The proponent of this publication is the U.S. Army Training and Doctrine Command (TRADOC). You are encouraged to recommend changes and submit comments for improvement of this publication. Key your comments to the specific page, paragraph, and line of the text in which the change is recommended. Provide reasons for each comment to ensure understanding and complete evaluation. Prepare comments using DA Form 2028 and forward them directly to Commander, U.S. Army Quartermaster Center and School, ATTN: ATSM-SUP-US, Fort Lee, Virginia 23801-5039.

Unless otherwise stated, whenever the masculine or feminine gender is used, both men and women are included.

Chapter 1

INTRODUCTION

1-1. GENERAL

a. This manual identifies the individual MOS training requirements for soldiers in MOS 92Y. It is designed to support the Army Individual Training Evaluation Program (ITEP). The ITEP was established to formalize the role of individual evaluation in units throughout the Army. Three primary methods are used to evaluate soldiers' proficiency—commander's evaluations, self-development tests, and the common task test.

- Commander's evaluations are local tests or assessments of soldiers' performance of MOS-specific and common tasks critical to the unit mission. They may be conducted year-round.
- Through ACCP (Army Correspondence Course Program)/Distance Learning written tests which will allow NCOs to measure and guide their growth in the skills and proficiencies they will need as they continue to develop as leaders.
- AR 350-37 describes the ITEP in detail.

b. This manual is your primary reference to prepare for the commander's evaluation of MOS-specific tasks. It contains task summaries for all critical tasks specific to your MOS and skill level (SL). You will use this manual to plan and conduct training and commander's evaluations.

c. The MOS training plan (MTP) in chapter 2 contains necessary information for planning training requirements for this MOS. The MTP—

- Identifies subject areas in which you must be trained.
- Identifies the critical tasks for each subject area.
- Specifies where you are trained initially on each task.
- Specifies the references needed to train the tasks.
- Recommends how often you should train on each task to sustain proficiency.
- Recommends a strategy for cross training soldiers.

d. STP 10-92Y1/2-SM-TG should be used along with STP 21-1-SMCT and STP 21-24-SMCT, Army training and evaluation programs, and the Army training and doctrine manuals, FM 25-4, FM 25-100, and FM 25-101, to establish effective training plans and programs that integrate individual and collective tasks.

1-2. TRAINER'S RESPONSIBILITIES

a. Training is the business of all unit leaders. The first-line leaders are the principal trainers in the unit because they directly supervise the soldiers and lead the crews, squads, sections, or teams.

b. The MTP can be used to determine the critical tasks for which you are responsible. The MTP identifies which tasks you must be able to perform. You should evaluate your own task performance to find out which tasks you can or cannot perform to standard. If you cannot perform a task to standard, you may need further training. To train yourself effectively, you must do several things:

1. Plan the training. Training for specific tasks usually can be integrated or conducted concurrently with other training or during slack periods. The unit's Army Training

and Evaluation Program (ARTEP) can assist in identifying individual tasks, which can be trained and evaluated concurrently with collective task training and evaluation.

2. Gather the training references and materials. This information is listed in the reference column of the MTP for each task.
3. Learn how the task is done to standard and understand how the task is done step by step. Give yourself at least one chance to do the task step by step. If at that time you are unable to perform the task, seek help from your supervisor.
4. Evaluate how well you perform the tasks in this manual. These evaluations may be conducted during individual training sessions or, while evaluating individual proficiency during the conduct of units collective, determine how often to study each task to ensure that you sustain proficiency.

Evaluation guides are provided to assist you in evaluating your proficiency throughout the year. It is not intended that written entries be made on these guides to record your performance. If you wish to keep a record of your performance steps, use DA Form 5164-R. This form is applicable to all tasks in this manual and may be reproduced locally. At the time of local reproduction, you may have DA Form 5164-R overprinted with information unique to your training requirements.

DA Form 5164-R and instruction for its use are contained in AR 350-37.

5. Record the results. You can monitor your progress by recording your task GO/NO-GO results.
6. Retrain and evaluate. Study until you can perform to specific SM standards.

1-3. SOLDIER'S RESPONSIBILITIES

a. You must be able to perform every task required by your job and maintain those skills. The MTP indicates which tasks soldiers in different jobs and SLs are required to perform. You are also responsible for all common tasks at your current SL and below, which are listed in the soldier's manual of common tasks (SMCT). To assist you in maintaining task proficiency, each task states—

- where and when the task should be performed and what equipment is needed (conditions statement).
- how well the task must be performed (standards statement).
- which references describe step by step how the tasks should be performed (reference section).

b. In addition, each task contains an evaluation guide (training/evaluation section) which can be used to determine if you can perform the task. Periodically, you should ask your supervisor or another soldier to check them out to ensure that you can perform the task. If you have a question about how to do a task or which tasks in this manual you must be able to perform, it is your responsibility to ask the first-line supervisor for clarification. The first-line supervisor knows how to perform each task or can direct you to the appropriate training materials. These include FMs and TMs. It is your responsibility to use these materials to maintain proficiency. Another important training resource is the ACCP. Refer to DA Pamphlet 351-20 for information on enrolling in this program and a list of courses, or write to:

Chief
Institute for Professional Development
US Army Training Support Center
ATTN: ATIC-ETI-SS
Newport News, VA 23628-9989

1-4. TRAINING TIPS

- a. Prepare yourself:
 - Get training guidance from your chain of command as to when training must take place, what you should study, availability of resources, and a training site. Refer to FM 25-3 for additional training information.
 - Get the task conditions and standards from the task summary in this manual.
 - Make sure you can do the task. Review the task summary and references listed in the reference section. Practice doing the task or, if necessary, have someone train you on the task.
 - Choose a training method. Some tasks provide recommended training methods in the feedback section of the task summary.
 - Prepare a training outline consisting of informal notes on what you want to cover during your training session.
 - Practice your training presentation.
- b. Prepare the resources:
 - Obtain required resources as identified in the conditions statement for each task.
 - Gather equipment and ensure it is operational.
 - Coordinate the use of training aids and devices.
 - Prepare the training site according to the conditions statement and evaluation preparation section of the task summary, as appropriate.

1-5. TRAINING SUPPORT

- a. To assist in planning and conducting training, reference materials have been identified for each task.
- b. A list of all training references required to train the tasks shown in this manual is at the back of this manual. These references are listed by identification number and title.

1-6. CAREER PROGRESSION TRAINING

- a. You must know what the Army expects of you in the performance of your job and how well you must perform as you progress through the ranks. Upon completion of basic training and advanced individual training, you will be placed in positions related to and requiring performance of duties and responsibilities of your MOS. Listed below are various Army-wide school and training programs generally available to meet the education and training requirements needed for advancement.
 - Basic Training. Training given to newly inducted enlisted personnel in basic military subjects and fundamentals of basic infantry training.
 - Advanced Individual Training. Training given to enlisted personnel upon completion of basic training that will qualify them for award of an MOS.
 - Primary Leadership Development Course (PLDC). Training normally designed for individuals in grade E4 or E5 to learn necessary leadership skills that will prepare them to perform in a supervisory capacity. The immediate supervisor or commander still determine when an individual will attend the PLDC based on the individual's performance and job requirements. The PLDC will be conducted as resident training at the respective NCO (noncommissioned officer) academies.
 - Basic Noncommissioned Officer Course. Training designed for individuals to learn the duties of grade E6. The soldiers receive specialized training in their MOS and in related subjects that prepare them to perform duties in a supervisory capacity.

- Advanced Noncommissioned Officer Course. Technical training designed to teach individuals the duties of grade E7 and to prepare them for assuming duties and positions of greater responsibility.
- Senior Supply Service Sergeants Course. Training designed for promotable individuals in grade E7 to learn the duties of grade E8.
- United States Army Sergeants Major Academy Course. Training designed for selected outstanding individuals in grade E8 to receive instructions on the various duties performed by sergeants major to qualify for assignments to staff and command positions.
- Extension Training. All training received by the individual through nonresident and unit training, which may encompass any or all of the following:
 - Correspondence course. Formal, nonresident, paper-based training centrally administered by the Army Institute for Professional Development.
 - Supervised on-the-job training (SOJT). Structured training accomplished while a person is working in a particular SL and MOS. The soldier's supervisor, because of equipment, safety, or skill requirements, closely monitors the training. Correspondence courses may be incorporated into SOJT.

b. If you need any of the training resources mentioned in this soldier's manual, check with your training NCO, work site supervisor, platoon sergeant, or MOS library, or have your unit get you a copy from the installation publications center. If these sources cannot help you, the unit can request, with your commander's approval, the materials you need.

1-7. CAREER PROGRESSION

a. The Enlisted Personnel Management System (EPMS) is the Army's overall system to improve the professionalism of the enlisted force. It integrates policies relating to training, evaluation, classification, and promotion into an overall system. The soldier is provided with a means to look to the future and see a realistic, clear, and viable career progression path from the grade of private to that of sergeant major. Part of the trainer's job is to make sure the soldier understands the EPMS.

b. The Quartermaster Center and School stands ready at all times to help. If you have a question about the ITEP or the availability of QMC&S courses, or if you need additional help in performing your duties, you can write a letter to the QMC&S and have your questions answered. The address is listed below:

Commander
U.S. Army Quartermaster Center and School
ATTN: ATSM-SUP-US

Fort Lee, VA 23801-5039

Chapter 2

MOS TRAINING PLAN

2-1. GENERAL

a. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and other similar factors. Therefore, the MTP should be used as a guide for conducting your training and not as a rigid standard. The MTP has three parts to assist you in preparing a training plan that satisfies integration training requirements for this MOS: cross train, train-up, and sustainment.

b. PART ONE. Part One of the MTP shows the relationship of an MOS SL between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas. Section I lists subject area numbers and titles used throughout the MTP. Use these subject areas to define the training requirements for each duty position within an MOS. Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up or merger training.

- Duty Position. This column lists the duty positions of the MOS, by SL, which have different training requirements.
- Subject Area. This column lists, by numerical key (see Section I), the subject areas in which a soldier must be proficient to perform in that duty position.
- Cross Train. This column lists the recommended duty position for which soldiers should cross train.
- Train-Up/Merger. This column lists the corresponding duty position for the next higher skill level or MOS the soldier will merge into upon promotion.

c. PART TWO. Part Two lists by general subject areas the critical tasks to be trained in an MOS, the recommended products to use, the type of training required (resident, integration, or sustainment), and a crosswalk to an ARTEP task, as appropriate.

- Subject Area. This column lists the subject area number and title in the same order as Part One, Section I, of the MTP.
- Task Number. This column lists the task numbers for all tasks included in the subject area.
- Title. This column lists the task title for each task in the subject area.
- References. This column lists required references necessary to perform and train the task. References are listed in order of use.
- Training Location. This column identifies the training location where the task is first trained to STP standards. If the task is first trained to standard in the unit, the word "unit" will be in this column. If the task is first trained to standard in the training base, a brevity code (for example, BT, AIT, BNCOC, or ANCOC) will identify the resident course where the task was taught. The following figure contains a list of training locations and their corresponding brevity code.

ANCOC	Advanced NCO Course
AIT	Advanced Individual Training
BNCOC	Basic NCO Course
BT	Basic Training
PLDC	Primary Leadership Development Course
USASMA	U.S. Army Sergeants Major Academy

Figure 2-1. Training Locations

- Sustainment Training Frequency column. This column indicates the recommended frequency at which you should train to ensure you maintain task proficiency. The following figure identifies the frequency codes used in this column.

AN	Annually
BM	Bimonthly
MO	Monthly
QT	Quarterly
SA	Semiannually

Figure 2-2. Sustainment Training Frequency Codes

- Sustainment Training Skill Level column. This column lists the SLs of the MOS for which you must receive sustainment training to ensure you maintain proficiency to SM standards.

2-2. SUBJECT AREA CODES

- a. Skill Level 1
 - 1 Security Procedures
 - 2 Supply Administration
 - 3 Supply Procedures
 - 4 Supply Adjustment Procedures
 - 5 Supply Accountability Procedures
 - 6 Hand Receipt Procedures
 - 7 Small Arms Organizational Maintenance Procedures
 - 8 Organizational Clothing Procedures
 - 9 Unit Budget Procedures

- b. Skill Level 2
 - 10 Supply Status Process
 - 11 Relief From Responsibility Procedures
 - 12 Property Book Procedures
 - 13 Absentee Property Accountability Procedures

MOS TRAINING PLAN				
92Y				
PART ONE				
SECTION II. DUTY POSITION TRAINING REQUIREMENTS				
	Duty Position	Subject Areas	Cross Train	Train-up/Merger
SL 1	Unit Supply Specialist	1 thru 9	N/A	92Y10—Unit Supply Specialist
SL 2	Unit Supply Specialist	10 thru 13		92Y20 Supervisor—Unit Supply Specialist

MOS TRAINING PLAN					
MOS 92Y					
PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
Skill Level 1					
Subject Area 1: Security Procedures					
101-92Y-1115	Store selected supplies and equipment in unit storage area	AR 190-11 AR 190-51 AR 710-2 DOD 41454.19-R-1 FM 10-67-1	AIT	QT	1
101-92Y-1200	Control weapons and ammunition in the arms room	AR 190-11 AR 190-13 AR 710-2 AR 735-5 DA Pam 710-2-1	AIT	QT	1
101-92Y-1201	Maintain Key Control	AR 190-11 AR 25-400-2 AR 25-50	AIT	QT	1, 2, 3, 4
101-92Y-1002	Establish ULLSS4 Security Accesses	AISM-25-L3S-AWE-ZZZ-EM AR 380-19	AIT	QT	1, 2, 3
Subject Area 2: Supply Administration					
101-92Y-1400	Use FEDLOG CD-ROM	S&I CDR USAMC Logistics Support	AIT	QT	1
101-92Y-1402	Prepare Signature Cards (Notice of Delegation of Authority-Receipt for Supplies)	DA Pam 25-400-2 AR 700-84 AR 710-2 DA Pam 710-2-1	AIT	QT	1, 2, 3
101-92Y-1119	Prepare Unit Supply Files	AR 25-400-2 AR 710-2	AIT	QT	1, 2, 3
101-92Y-1500	Maintain Required Publications	DA Pam 25-30	AIT	QT	1
101-92Y-1001	Operate Unit Level Logistics System S4	AISM-25-L3S-AWE-ZZZ-CG AISM-25-L3S-AWE-ZZZ-EM	AIT	QT	1

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
101-92Y-1003	Establish ULLS-S4 Unit Parameter Files	AISM-25-L3S-AWE-ZZZ-CG AISM-25-L3S-AWE-ZZZ-EM	AIT	QT	1
101-92Y-1007	Perform Continuity of Operation Procedures (COOP)	AISM-25-L3S-AWE-ZZZ-CG AISM-25-L3S-AWE-M	AIT	QT	1
Subject Area 3: Supply Procedures					
101-92Y-1111	Request Supplies and Equipment	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 AR 71-32 CTA 50-900 CTA 50-909 CTA 50-970 DA Pam 710-2-1	AIT	QT	1, 2, 3
101-92Y-1112	Request Cancellation of Supplies	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 725-50 DA Pam 710-2-1	AIT	QT	1, 2, 3
101-92Y-1113	Receive Supplies and Equipment	AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1, 2
101-92Y-1114	Issue Supplies and Equipment	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1, 2
101-92Y-1116	Maintain Due-In Status File for Requested Items	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 AR 725-50 DA Pam 710-20-1	AIT	QT	1, 2, 3
101-92Y-1117	Turn In Supplies and Equipment	AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1
101-92Y-1118	Transfer Supplies and Equipment	AR 25-400-2 AR 710-2 DA Pam 710-2-1 DA Pam 738-750	AIT	QT	1
101-92Y-1401	Prepare a Document Register	AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1,2,3

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
Subject Area 4: Supply Adjustment Procedures					
101-92Y-1408	Prepare Adjustment Documents	AISM-25-L3S-AWE-ZZZ-EM AR 190-11 AR 25-400-2 AR 710-2 AR 735-5 DA Pam 710-2-1	AIT	QT	1,2,3,4
Subject Area 5: Supply Accountability Procedures					
101-92Y-1005	Maintain Unit Load	AR 710-2 CTA 50-8-100 CTA 50-909 CTA 50-970 DA Pam 710-2-1	AIT	QT	1, 2
101-92Y-1110	Inventory Supplies and Equipment	AR 190-11 AR 25-400-2 AR 710-2 AR 735-5 DA Pam 25-30 DA Pam 710-2-1	AIT	QT	1, 2, 3
Subject Area 6: Hand Receipt Procedures					
101-92Y-1403	Prepare Hand Receipts/Subhand Receipts	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 DA Pam 25-30 DA Pam 710-2-1	AIT	QT	1, 2, 3
101-92Y-1404	Maintain Hand Receipts/Subhand Receipts	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 710-2 DA Pam 710-2-1	AIT	QT	1,2,3,4
101-92Y-1004	Establish ULLS-S4 Property Origin Record	AISM025-L3S-AWE-ZZZ-EM	AIT	QT	1
101-92Y-1008	Perform Standard Property Book System-Redesign (SPBS) download	AISM-25-L3S-AWE-ZZZ-EM	AIT	QT	1
Subject Area 7: Small Arms Organizational Maintenance Procedures					
101-92Y-1204	Perform Organizational Maintenance on Small Arms	AR 750-1 DA Pam 738-750 TM 9-1005-319-23&P	AIT	QT	1, 2
Subject Area 8: Organizational Clothing Procedures					
101-92Y-1102	Process Organizational Laundry	AR 210-130 AR 25-400-2	AIT	QT	1
101-92Y-1405	Process Personal Clothing Request	AR 25-400-2 AR 700-84 CTA 50-900 DA Pam 710-2-1	AIT	QT	1

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
101-92Y-1406	Prepare Organizational Clothing and Individual Equipment (OCIE) Record	AR 25-400-2 AR 710-2 CTA-50-900 CTA 50-970 DA Pam 710-2-1 TM 10-8400-201-23	AIT	QT	1
Subject Area 9: Unit Budget Procedures					
101-92Y-1006	Maintain Status of Funds	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 AR 37-103	AT	QT	1, 2, 3, 4
Skill Level 2					
Subject Area 10: Supply Status Process					
101-92Y-2113	Update Supply Status	AISM-25-L3S-AWE-ZZZ-EM AR 25-400-2 DA Pam 710-2-1	UNIT	QT	2, 3
Subject Area 11: Relief From Responsibility Procedures					
101-92Y-2112	Determine Method of Obtaining Relief from Responsibility for Property	AR 15-6 AR 190-11 AR 700-84 AR 710-2 AR 735-5 DA Pam 710-2-1	UNIT	QT	2, 3, 4
101-92Y-2400	Process Property Adjustment Documents	AR 735-5 DA Pam 710-2-1 ULLS-S4 EM	UNIT	QT	2, 3
Subject Area 12: Property Book Procedures					
101-92Y-2110	Prepare Property Book	AR 25-400-2 AR 710-2 AR 735-5 DA Pam 600-8 DA Pam 710-2-1	UNIT	QT	2, 3, 4
101-92Y-2111	Post Transactions to Property Book	AR 710-2 DA Pam 710-2-1 AR 735-5 SPBS-R EM	UNIT	QT	2, 3
101-92Y-2116	Supervise Inventory of Supplies and Equipment	AR 25-400-2 AR 190-11 AR 710-2; AR 735-5 DA Pam 25-30 DA Pam 710-2-1 ULLS-S4 EM	UNIT	QT	2, 3
Subject Area 13: Absentee Property Accountability Procedures					
101-92Y-2114	Account for Absentee's Clothing, Equipment, and Personal Effects	AR 25-400-2 AR 700-84 DA Pam 600-8 DA Pam 710-2-1	UNIT	QT	2, 3

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
101-92Y-2115	Dispose of Absentee's Clothing, Equipment, and Personal Effects	AR 25-400-2 AR 700-84 DA Pam 710-2-1 DA Pam 600-8	UNIT	QT	2,3
Skill Level 3					
Subject Area 14: CSDP Implementation					
101-92Y-3006	Implement the Command Supply Discipline Program (CSDP)	AR 710-2 AR 735-5 ULLS-S4 (CG) FM 10-27-4	BNCOC	QT	3,4
Subject Area 15: Supply Administration Supervision					
101-92Y-3111	Supervise Property Administration in Unit	AISM-25-L3Q-AWE-ZZZ-CG AR 190-11 AR 25-400-2 AR 710-2 AR 735-5 DA Pam 710-2-1	BNCOC	QT	3
101-92Y-3001	Verify ULLS-S4 Security Accesses	AISM-25-L3S-AWE-ZZZ-EM SFUG TFM AR 380-19	BNCOC	QT	3
101-92Y-3002	Review ULLS-S4 Unit Parameters Files	AISM-25-L3S-AWE-ZZZ-EM	BNCOC	QT	3
101-92Y-3005	Review Continuity of Operations Procedures	AISM-25-L3S-AWE-ZZZ-CG/EM	BNCOC	QT	
101-92Y-3113	Review Unit Supply Files	AR 25-400-2 DA Pam 25-30 DA Pam 710-2-1	BNCOC	QT	3
101-92Y-3114	Review Publications Requirements	AR 25-400-2 AR 710-2 DA Pam 25-30 DA Pam 25-33 DA Pam 710-2-1	BNCOC	QT	3
Subject Area 16: Unit Supply Requirements					
101-92Y-3300	Determine Logistical Requirements	AISM-25-L18-ALV-ZZZ-EM AISM-25-L3S-AWE-ZZZ-EM AR 710-2 DA Pam 710-2-1 DOD 4145.19-R-1	BNCOC	QT	3
101-92Y-3003	Review Unit Load	AISM-25-L3S-AWE-ZZZ-EM AR 710-2; DA Pam 710-2-1	BNCOC	QT	3

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
Subject Area 17: Property Adjustment Process					
101-92Y-3115	Review Property Adjustment Documents	AR 190-11 AR 25-400-2 AR 710-2 AR 735-5 DA Pam 710-2-1	BNCOC	QT	3
Subject Area 18: Bulk Petroleum Procedures					
101-92Y-3112	Maintain Inventory Records for Bulk Petroleum	AR 190-11 AR 190-13 AR 25-400-2 AR 710-2 DA Pam 710-2-1; FM 10-67-1	BNCOC	QT	3
Subject Area 19: Hand Receipt Process					
101-92Y-3110	Manage Hand Receipts/Subhand Receipts	AR 710-2 DA Pam 25-30 DA Pam 710-2-1	BNCOC	QT	3
Subject Area 20: Unit Arms Room Operations					
101-92Y-3203	Supervise Unit Arms Room Operations	AR 190-11 AR 190-13 AR 25-400-2 AR 710-2 DA Pam 710-2-1	BNCOC	QT	3
101-92Y-3204	Supervise Organizational Maintenance of Weapons	AR 25-400-2 AR 710-2 AR 750-1 DA Pam 700-1 DA Pam 738-750	BNCOC	QT	3
Subject Area 21: Unit Movement Operations					
101-92Y-3600	Conduct Sling Load Operations	FM 10-450-3/4/5	BNCOC	QT	3
Subject Area 22: Budget Procedures					
101-92Y-3004	Supervise Unit Budget	AR 25-400-2 AR 37-103	BNCOC	QT	3
Skill Level 4					
Subject Area 23: CSDP Management					
101-92Y-4301	Inspect Logistical Operations at the Unit	AISM-25-L-3S-AWE-ZZZ-EM AR 710-2	ANCOC	QT	4
Subject Area 24: Supply Administration Management					
101-92Y-4400	Update Equipment Authorization Documents	AR 71-32	ANCOC	QT	4
Subject Area 25: Support of Combat Operations					
101-92Y-4300	Plan Logistic Support for Combat Operations	AISM-25-L3S-AWE-ZZZ-EM; AR710-2 DA Pam 710-2-1	ANCOC	QT	4
Subject Area 26: Property Adjustment Management					
101-92Y-4402	Manage Property Adjustment Documents	AR 735-5 DA Pam 710-2-1	ANCOC	QT	4

MOS TRAINING PLAN MOS 92Y PART TWO: CRITICAL TASKS					
Task Number	Title	References	Training Location	Sustainment TNG FREQ	Sustainment TNG SL
Subject Area 27: Property Distribution Management					
101-92Y-4110	Manage Distribution of Property	AR 710-2 DA Pam 710-2-1	ANCOC	QT	4
Subject Area 28: Material Condition Status Reporting					
101-92Y-4401	Prepare Materiel Condition Status Report	AISM-25-L3S-AWE- ZZZ-EM; AR	ANCOC	QT	4
Subject Area 29: Unit Status Reporting					
101-92Y-4303	Prepare Logistical Adjustment Documents	AR 220-1 AR 700-138	ANCOC	QT	4
Subject Area 30: Movement Management					
101-92Y-4304	Coordinate Unit Movements	FM 10-450-3/4	ANCOC	QT	4
Subject Area 31: Budget Planning Process					
101-92Y-4302	Manage Budget Operations	AISM-25-L3S-AWE- ZZZ-EM	ANCOC	QT	4

MOS 92Y
SKILL LEVEL 1 TASKS

Subject Area 1: Security Procedures

- 101-92Y-1115 Store Selected Supplies and Equipment in Unit Storage Area
- 101-92Y-1200 Control Weapons and Ammunition in the Arms Room
- 101-92Y-1201 Maintain Key Control
- 101-92Y-1002 Establish ULLS-S4 Security Access

Subject Area 2: Supply Administration Procedures

- 101-92Y-1400 Use Fed Log CD-ROM
- 101-92Y-1402 Prepare Delegation of Authority Documents
- 101-92Y-1119 Prepare Unit Supply Files
- 101-92Y-1500 Maintain Required Publications
- 101-92Y-1001 Operate Unit Level Logistics System S4 (ULLS-S4)
- 101-92Y-1003 Establish ULLS-S4 Unit Parameter Files
- 101-92Y-1007 Perform Continuity of Operation Procedures (COOP)

Subject Area 3: Supply Procedures

- 101-92Y-1111 Request Supplies and Equipment
- 101-92Y-1112 Request Cancellation of Supplies
- 101-92Y-1113 Receive Supplies and Equipment
- 101-92Y-1114 Issue Supplies and Equipment
- 101-92Y-1116 Maintain Due-in Status File for Requested Files
- 101-92Y-1117 Turn In Supplies and Equipment
- 101-92Y-1118 Transfer Supplies and Equipment
- 101-92Y-1401 Prepare a Document Register

Subject Area 4: Supply Adjustment Procedures

- 101-92Y-1408 Prepare Adjustment Documents

Subject Area 5: Supply Accountability Procedures

- 101-92Y-1005 Maintain Unit Load
- 101-92Y-1110 Inventory Supplies and Equipment

Subject Area 6: Hand Receipt Procedures

- 101-92Y-1403 Prepare Hand Receipts/Subhand Receipts
- 101-92Y-1404 Maintain Hand Receipts/Subhand Receipts
- 101-92Y-1004 Establish ULLS-S4 Property Origin Record
- 101-92Y-1008 Perform Standard Property Book System-Redesign (SPBS-R)

Subject Area 7: Small Arms

Organizational Maintenance Procedures

- 101-92Y-1204 Perform Organizational Maintenance on Small Arms

Subject Area 8: Organizational Clothing Procedures

- 101-92Y-1102 Process Organizational Laundry
- 101-92Y-1405 Process Personal Clothing Request
- 101-92Y-1406 Prepare Organizational Clothing and Individual Equipment Record (OCIE)

101-92Y-1006 **Subject Area 9: Unit Budget Procedures**
Maintain Status of Funds

SKILL LEVEL 2 TASKS

101-92Y-2113 **Subject Area 10: Supply Status Process**
Update Supply Status

101-92Y-2112 **Subject Area 11: Relief From**
101-92Y-2400 **Responsibility Procedures**
Determine Method of Obtaining Relief from Responsibility for Property
Process Property Adjustment Documents

101-92Y-2110 **Subject Area 12: Property Book Procedures**
101-92Y-2111 Prepare a Property Book
101-92Y-2116 Post Transactions to Property Book
Supervise Inventory of Supplies and Equipment

101-92Y-2114 **Subject Area 13: Absentee**
101-92Y-2115 **Property Accountability Procedures**
Account for Absentee's Clothing, Equipment, and Personal Effects
Dispose of Absentee's Clothing, Equipment, and Personal Effects

Chapter 3
MOS/SKILL LEVEL TASKS

SKILL LEVEL 1

SUBJECT AREA 1: SECURITY PROCEDURES

101-92Y-1115

STORE SELECTED SUPPLIES AND EQUIPMENT IN UNIT STORAGE AREA

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to store selected supplies, equipment, and/or hazardous materials in a designated location. Given necessary equipment and area to perform storage operation, AR 710-2, AR 190-11, AR 190-51, DA Pam 190-51, DOD Regulation 4145.19-R-1, DA Pam 385-64, FM 10-67-1, and Occupational Safety and Health Administration guidelines.

STANDARDS

Store selected classes of supplies, equipment, or hazardous materials in unit storage area without losing supply accountability.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Store Class I meals ready to eat (MREs).
 - a. Prepare to store supplies.
 - (1) Review storage area layout to determine best location for storage.
 - (2) Verify that storage area is clean and dry.
 - (3) Verify that storage area is properly ventilated.
 - (4) Verify that storage area temperature remains constant (between 70-80 degrees Fahrenheit).
 - (5) Verify that storage area can be secured.
 - (6) Obtain necessary supplies or equipment to store Class I MREs.
 - b. Store MREs using indoor/covered storage.
 - (1) Place wooden pallets on floor/ground.
 - (2) Stack MREs on the wooden pallets, leaving a space between each case (cross stacking).
 - (3) Place each lot on a separate pallet using the cross-stacking method.
 - (4) Stack oldest date packs in front.
 - (5) Mark the lots and place the cases of MREs on the pallet with date of pack clearly in view (location placard).
 - (6) Do not stack MREs near the ceiling or heater pipes where temperature is high.

- c. Take precautionary measures to avoid loss or damage to supplies.
 - (1) Place a fire extinguisher in the storage area.
 - (2) Place a mousetrap on each corner of the storage area. Report any signs of insect or rodent infestation to proper authority.
 - (3) Check MREs periodically for pilferage, spoilage, and lot expiration date.
- 2. Store Class II expendable supplies.
 - a. Prepare to store supplies.
 - (1) Review storage area layout to determine where items are to be stored.
 - (2) Verify that the area is clean and dry.
 - (3) Verify that the area is well ventilated.
 - (4) Obtain necessary supplies and equipment needed to store Class II expendable supplies.
 - b. Store Class II expendable supplies.
 - (1) Store supplies most often requested in an easy to reach place.
 - (2) Store housekeeping supplies such as soap and toilet paper beneath issue counter.
 - (3) Store large items such as brooms in tool room or closet.
 - (4) Store nonflammable weapons maintenance materials such as rifle patches and repairs parts in the arms room.
 - (5) Store other unit expendable supplies in designated areas using shelving, drawers, cabinets, or bins.
 - c. Take precautionary measures to avoid loss or damage to supplies.
 - (1) Place a fire extinguisher in the storage area.
 - (2) Report any sign of insect or rodent infestation to proper authority.
 - (3) Check expendable supplies periodically to prevent waste and pilferage.
- 3. Store Class III petroleum products.
 - a. Prepare to store supplies.
 - (1) Store packaged fuels, lubricants, and greases in an area designated for storage of these items.
 - (2) Store in a building only if adequate dispersion and ventilation are obtained and the building meets the requirements of the current flammable liquid code.
 - (3) Place all packaged fuels, lubricants, and greases in a covered storage area, whenever possible.
 - b. Store Class IIIP petroleum products.
 - (1) Store the maximum quantity of products in limited space while maintaining fire control and providing ease and safety in handling.
 - (2) Store cans using pyramidal or vertical stacking methods.
 - (3) Stack cans on wooden pallets, at unit and organizational level, using one or both methods, pyramidal or vertical.
 - (4) Verify that no containers are leaking.
 - (5) Store container with date of pack clearly in view.
 - c. Take precautionary measures to avoid loss or damage to supplies or environment.
 - (1) Verify that package fuel does not drain into rivers or sewage systems.

- (2) Verify that uncased containers exteriors are free of grease and oil before being placed in storage.
 - (3) Inspect stacks periodically for evidence of leakage, abnormal swelling or corrosion of containers, stability of stacks, and to verify that product markings are legible.
 - (4) Place a fire extinguisher in the storage area.
4. Store Class IV expendable supplies.
 - a. Prepare to store supplies.
 - (1) Store Class IV expendables in a covered storage area whenever possible.
 - (2) Verify that area is clean and dry.
 - (3) Verify that area is well ventilated.
 - (4) Obtain dunnage and place in storage area if needed.
 - (5) Store in an easily accessible location.
 - b. Take precautionary measures to avoid loss or damage to supplies.
 - (1) Inspect periodically to prevent waste, pilferage, or loss due to dry rot or mildew.
 - (2) Rotate stocks when appropriate.
 - (3) Place a fire extinguisher in the storage area.
5. Store Class V ammunition in the unit's arms room.
 - a. Prepare to store supplies.
 - (1) Verify that the storage room can be secured.
 - (2) Verify that an unaccompanied Access Control Roster is posted on the outside of the door.
 - (3) Affix signs announcing the presence of Intrusion Detection System (IDS) at eye level when applicable.
 - (4) Place a "RESTRICTED AREA" sign easily visible to people approaching the area.
 - (5) Place a "NO SMOKING" sign outside the door.
 - (6) Place a Fire Symbol No 4 outside the storage room or building.
 - b. Place the ammunition on pallets.
 - (1) Separate by lot numbers.
 - (2) Arrange to provide free circulation of air beneath and throughout the stack.
 - (3) Verify that the stacks of ammunition are not closer than 18 inches from the roof and 3 inches off the floor.
 - (4) Level the dunnage if required.
 - c. Take precautionary measures to avoid loss or damage to supplies.
 - (1) Verify that the boxes, cases, and other containers of ammunition are clean and dry before being stored.
 - (2) Verify that all cases are sealed.
 - (3) Position fire extinguishers within the distance prescribed for the type Class V Ammunition/Explosives Stored.
6. Store paints, cylinders, and flammable supplies IAW DOD Regulation 4145.19-R-1, paragraph 5-404.
 - a. Prepare to store paint and flammable supplies in a covered storage area designated for "Flammable Storage."

- (1) Place the total quantities of each within the storage area.
- (2) Pallets or dunnage will be used to segregate containers in piles.
- (3) Storage arrangement will comply with table 5-5, DOD Regulation 4145.19-R-1.
- b. Prepare to store compressed gases (used for welding).
 - (1) Identify cylinders by color code of noun IAW MIL STD-101.
 - (2) Tag or label all filled cylinders with two stock numbers, one for the type gas and one for the cylinder.
 - (3) Tag empty cylinder with "MT" to designate "empty."
- c. Follow handling procedures for movement of cylinders.
 - (1) Move cylinders using a suitable hand truck.
 - (2) Move cylinders by tilting and rolling when suitable hand trucks are not available.
 - (3) Cylinders will not be lifted by the valve protection cap.
 - (4) Cylinders will not be lifted by cranes or mechanical proper containers, racks, and cradles.
 - (5) Cylinders will not be lifted with rope, chain slings, or electromagnets.
 - (6) Cylinders will not be used as rollers, support, or for any purpose other than containing compressed gases.
- d. Take precautionary measures to avoid damage or loss to supplies.
 - (1) Open flame devices will not be used in the flammable storage area. No smoking rule will be rigidly enforced.
 - (2) Place fire extinguishers by required type in flammable storage area.
 - (3) Roll paint drums stored horizontally every 90 days.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Store Class I MREs.	GO	NO-GO
2. Store Class II expendable supplies.	GO	NO-GO
3. Store Class III petroleum package products.	GO	NO-GO
4. Store Class IV expendable supplies.	GO	NO-GO
5. Store Class V ammunition in unit arms room.	GO	NO-GO
6. Store paints, cylinders, and flammable supplies.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 190-11
- AR 190-51
- AR 710-2
- DA Pam 190-51
- DA Pam 385-64
- DOD Regulation 4145.19-R-1
- FM 10-67-1
- MIL STD-101

101-92Y-1200
CONTROL WEAPONS AND AMMUNITION IN THE ARMS ROOM

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the responsibility to control weapons and ammunition as the unit armorer. Given AR 190-11, AR 190-13, AR 710-2, DA Pam 710-2-1, ALV-441, DA Form 2062, DA Form 3161, DA Form 3749, Master Authorization List (MAL), arms room, arms room keys, property records, access roster, restricted area signs, weapons/ammunition control log, equipment, local SOP, a local forms program, a computer, and ULLS-S4.

STANDARDS

Secure weapons and ammunition in the arms room without losing supply accountability and IAW AR 190-11, AR 190-13, AR 710-2, and DA 710-2-1.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Receive weapons from the source of supply (SOS).
 - a. Inventory the items as follows:
 - (1) Make sure the items are intended for your unit.
 - (2) Check the item to make sure it matches the description on the receipt document.
 - (3) Count all items.
 - (4) Check end items for completeness.
 - (5) When items with serial numbers are received, check the numbers.
 - (6) Make a visual check of the condition of the items.
 - (7) If serviceability of an item is questionable, notify the property book officer (PBO).
 - (8) Sign the receipt document after actions in (1) through (7) above have been completed.
 - b. Secure weapons in arms room racks and storage containers.
 - (1) Store arms in banded crates, metal containers, approved standard issue racks, or locally fabricated arms racks, and secure when not in use. Standard issue approved metal wall lockers or metal cabinets may be used.
 - (2) Ensure that crates or containers are banded, locked, or sealed in a way that will leave visible signs of tampering in the event of weapon removal.
 - (3) Lock all weapons and storage containers with approved secondary padlocks. In facilities that are not manned 24 hours a day, rifle racks and containers weighing less than 500 pounds will be fastened to the structure with bolts or with chains equipped with secondary padlocks.
 - a) Bolts used to secure racks will be spot welded, brazed, or panned to prevent easy removal.
 - b) Chains used to secure racks and containers will be heavy duty hardened steel, welded, straight links steel, galvanized of at least 5/16-inch thickness, or of equivalent resistance to force required to cut or break a secondary padlock.
 - c. Posting restricted area signs.

- (1) Place signs at each entrance or approach to the area, and on perimeter fence or boundaries of the area.
 - (2) Verify that the sign is marked with the words "RESTRICTED AREA" and includes the warning notice IAW AR 190-13, paragraph 6-4c.
 - (3) Ensure that in areas in which English is but one of two or more languages commonly spoken, warning signs will contain the local languages in addition to English.
 - (4) Place restricted area sign at eye level.
2. Create a Master Authorization List (MAL) IAW DA Pam 710-2-1, paragraph 5-5d.
 - a. Obtain unit personnel roster from the servicing personnel section.
 - b. Create the MAL by separating sections by type of weapons.
 - c. The MAL is locally produced and must contain the following information:
 - (1) Butt number assigned to the weapons.
 - (2) Weapons serial numbers.
 - (3) Unit to which the individual is assigned.
 - (4) Name of the individual who will receive the assigned weapon.
 - (5) Rank of the individual who will receive the assigned weapon.
 - (6) Special information in the "Remarks" block.
 - a) Weapon in DSU maintenance.
 - b) Weapon on temporary hand receipt.
 - c) Weapon unassigned.
 - d. Assign weapons IAW with the unit's MTOE and by duty position of each individual in the unit
 - e. Retain a copy of the MAL in the arms room IAW DA Pam 710-2-1.
 - f. Keep MAL updated by showing personnel and weapons changes in the unit.
 3. Prepare DA Form 3749 IAW DA Pam 710-2-1, paragraph 5-5.
 - a. Prepare instruction by block number and title.
 - (1) Block 1: Enter name of the unit.
 - (2) Block 2: Enter a locally designed number (butt number on weapon).
 - (3) Block 3: Enter stock number of the item being described.
 - (4) Block 4: Enter serial number of the item when recorded on the property book, hand, or subhand receipt.
 - (5) Block 5: Enter the nomenclature of the item.
 - (6) Block 6: Enter the words "arms room."
 - (7) Block 7: Enter name of person who will receive the equipment.
 - (8) Block 8: Enter SSN of person who will receive the equipment.
 - (9) Block 9: Obtain the signature of the person receiving the equipment. (**NOTE:** The individual should read the instructions on the reverse side of the card before signing.)
 - (10) Ensure that the person receiving the card reads and understands the instructions.
 - (11) Block 10: Enter grade of person receiving the equipment.

- (12) Ensure that the commander or the responsible officer of the unit signs in the space indicated on the reverse side.
- b. Prepare and issue DA Form 3749 when a new soldier is assigned to the unit, an old card is lost, mutilated, or destroyed, or when the soldier is assigned a different item.
4. Create a Weapons/Ammunition Control Log for issue and turn-in IAW DA Pam 710-2-1, paragraph 5-5.
 - a. The Weapons/Ammunition Control Log is locally produced and should contain the following information:
 - (1) Name of the unit.
 - (2) Name of the installation where the unit is located.
 - (3) Present month.
 - (4) Lot number information.
 - a) Butt number assigned to the weapon being issued.
 - b) Lot number when issuing ammunition.
 - (5) Serial number(s) for the weapon(s) being issued.
 - (6) Type of weapon being issued.
 - (7) Date and time the weapon is issued.
 - (8) Ammunition and number of rounds issued, if any. Otherwise, draw a line across the block.
 - (9) Issue to information.
 - a) Individual receiving the weapon prints their name.
 - b) Individual receiving the weapon enters their signature as it appears on DA Form 3749.
5. Issue individually assigned unit weapons IAW DA Pam 710-2-1, paragraph 5-5.
 - a. Obtain DA Form 3749 from the soldier receiving the weapon.
 - b. Perform a comparison of each soldier's DA Form 3749 with the MAL to make sure there is no unauthorized issue of weapons.
 - c. Place the DA Form 3749 in the weapons slot until the weapon is returned.
 - d. Ensure that weapon serial number matches the serial number on the MAL and the DA Form 3749.
 - e. Issue the weapons to the individual.
 - f. If the weapon is going to be out over 24 hours, ensure that the individual receiving the weapon enters the required entries on the weapons/ammunition control log.
6. Issue unassigned weapons using DA Form 3161 as a temporary hand receipt IAW DA Pam 710-2-1, paragraph 5-4.
 - a. Use temporary hand receipt procedures when issuing unassigned weapons. Control log entries are also required.
 - b. Prepare two copies of DA Form 3161.
 - (1) Enter an "X" in the "Issue" block.
 - (2) Enter number of sheets consecutively in the "Sheet No." block.
 - (3) Enter the total number of sheets in the "No. Sheets" block.
 - (4) Block 1: Enter name and the UIC (if applicable) of the organization, unit, section, or squad receiving the issue.

- (5) Block 2: Enter name and the UIC (if applicable) of the organization, unit, section, or squad making the issue.
 - (6) Block 3: Enter temporary hand receipt.
 - (7) Blocks 4-11: Leave blank.
 - (8) Block 12a: Enter item number in sequence for each item issued.
 - (9) Block 12b: Enter stock number and LIN for each item issued.
 - (10) Block 12c: Enter a description of the item.
 - (a) Enter make or model.
 - (b) Enter serial numbers when recorded on the property book or subhand receipt.
 - (11) Block 12d: Enter unit of issue.
 - (12) Block 12e: Enter quantity to be issued.
 - (13) Block 12f: Enter an "I" for each item listed. (Codes are shown on the form, upper left.)
 - (14) Block 12g: Enter quantity received. This is done by the person that signs block 15.
 - (15) Enter "Nothing Follows" below the last item entered on the form in the "Item Description" column.
 - (16) Block 13: Ensure that the person making the issue prints name, date, and signs this block.
 - (17) Block 14: Leave blank.
 - (18) Block 15: Ensure that the person receiving the issue prints name, date, rank, and signs this block.
 - (19) Ensure that the person receiving the weapon completes the required entries on the weapons/ammunition control log.
- c. Disposition of DA Form 3161.
- (1) Prepare a folder for filing 30-day temporary hand receipts.
 - (2) File the original copies in date sequence.
 - (3) Provide the person receiving the weapon with a second copy of DA Form 3161.
 - (4) Review temporary hand receipts file daily to see if any receipts are due to expire shortly.
 - (5) Within five days prior to expiration, take the following action:
 - a) Notify the hand receipt holder and arrange for return of the property not later than the expiration date.
 - b) Destroy all copies of the hand receipts when the property is returned.
 - c) Issue property if still needed after 30 days. Use regular hand receipt procedures IAW DA Form 2062.
7. Issue unassigned weapons using DA Form 2062 IAW DA Pam 710-2-1, paragraph 5-3.
- a. Use DA Form 2062 hand receipt procedures when issuing weapons other than individually assigned weapons.
 - b. Hand receipt procedures should be used when item is required for more than 30 days. Control log entries are also required.
 - c. Prepare two copies of DA Form 2062.
 - (1) "Title" block: Line out the words "annex number."

- (2) "From" block: Enter name of organization, unit, section, or squad making the issue.
- (3) "To" block: Enter name of organization, unit, section, or squad receiving the issue.
- (4) "Hand Receipt Number" block: Enter hand receipt number.
- (5) "Stock Number" block (column a): Enter stock number and line item number (LIN) for each item issued.
- (6) "Item Description" block (column b): Enter a description of the item.
 - a) Enter make or model.
 - b) Enter serial numbers when recorded on the property book or subhand receipt.

NOTE: When multiple weapons are issued on the same DA Form 2062, line out serial numbers when the item is turned in.

- (7) "SEC" block (column d): Enter the control inventory item code (CIIC) for each time issued. This code is located in FEDLOG.
- (8) "UI" block (column e): Enter the unit of issue.
- (9) "Qty Auth" block (column f): Enter the quantity to be issued. Enter the quantity on hand for each item listed.

NOTE: Line out all unused blocks in columns with recorded quantities.

- (10) Enter current date, signature, and rank of the person receiving the issue in the quantity block.

NOTE: Line out all unused blocks.

- d. Disposition of DA Form 2062.
 - (1) Destroy on turn-in or other accounting for the property.
8. Receive weapons turned in by soldiers using the weapons/ammunition control log IAW DA Pam 710-2-1, paragraph 5-5.
 - a. Receive unit weapons as follows:
 - (1) Receive weapons into the arms room window, butt first, with the bolt locked to the rear and on safe.
 - (2) Perform the following steps:
 - a) Clear weapon (refer to operator's manual).
 - b) Place selector lever on SEMI position.
 - c) Close ejection port (dust) cover.
 - d) Place weapon in rack.
 - (3) Return DA Form 3749 to the soldier when the weapon is returned to the arms room.
 - (4) Complete the turn-in section of the weapons/ammunition control log.
 - a) Block 10: Enter date and time the weapons are returned to the arms room, including privately owned weapons.
 - b) Block 11: Enter your initials.
 - c) Ensure that the person receiving the weapons (armorer) enters the date, time, and their initials on the weapons/ammunition control log.
 - b. Ensure that weapons are secured once they have been placed in the weapons racks or containers.

- c. Lock racks and containers.
 - d. File the completed weapons/ammunition control log file number, FN: 190-1v.
 - e. Keep the weapons/ammunition control log in the unit active file until the next inventory by serial number is performed.
 - f. Destroy the weapons/ammunition control log after the next inventory by serial number of weapons performed.
9. Change of custody of arms room storage facility. IAW DA Pam 710-2, paragraph 2-12 and DA Pam 710-2-1, paragraph 9-11 and figure 9-4.
- a. Inventory the weapons and ammunition when custody of the arms room storage facility keys is transferred between authorized personnel.
 - (1) Conduct a physical count of weapons and ammunition in the arms room, by both incoming and outgoing custodians.

NOTE: In a consolidated arms room storage facility where access to weapons and ammunition is restricted due to physical layout, both persons will verify that a physical count has been made by each person that had access to the weapons and ammunition.

- (2) Record the physical inventory quantity on DA Form 2062.
- b. Prepare DA Form 2062.
- (1) Enter the name of the commander and unit in the "From" block.
 - (2) Enter name of arms room custodian in the "To" block.
 - (3) Leave hand receipt number blank.
 - (4) Leave end item stock number blank.
 - (5) Leave end item description blank.
 - (6) Leave publication number blank.
 - (7) Leave publication date blank.
 - (8) Leave quantity blank.
 - (9) Column a: Leave stock number blank.
 - (10) Column b: Enter the item description.

NOTE: When a specific quantity of materials is being stored in the arms room in locally banded and sealed containers, record these items on DA Form 2062 as "Container protected by seal #XXXXX, which contains XXXXX rounds of #XXXXX ammunition." A separate entry will be made for each container in the "item description" block of DA Form 2062 with the quantity listed as 1. See DA Pam 710-2-1, figure 9-4, for an example of this posting.

- (11) Column c: Leave blank.
- (12) Column d: Leave SEC blank.
- (13) Column e: Leave UI blank.
- (14) Column f: Leave Qty Auth blank.
- (15) Column g: Enter the quantity inventoried in the first blank column.
 - (a) Enter current signature, rank, and date of the person performing the inventory in the same inventory quantity column.

NOTE: Line out all unused blocks.

- (16) Enter page number and total number of pages.
- c. Return custody of the arms storage facility to the armorer.
- (1) Obtain a copy of DA Form 2062 that was given to the custodian for the inventory.

- (2) Conduct a joint physical inventory of all weapons and ammunition listed on DA Form 2062.
 - (3) Keep completely filled forms until next serial number inventory is completed.
10. Conduct monthly inventory of weapons by serial number IAW DA Pam 710-2-1, paragraph 9-11.
- a. Inventories of weapons by serial number can be conducted by using an authorized preprinted memorandum.
 - (1) Indicate on the memorandum any weapons signed out in support maintenance.
 - (2) Enter on the inventory memorandum the signature of the person conducting the inventory.
 - (3) Retain the memorandum for a minimum of two years for inventories that do not reflect discrepancies.
 - (4) Retain the memorandum for a minimum of four years for inventories that reflect discrepancies.

NOTE: The unit armorer will not conduct this inventory.

- b. Assist or help the individual conducting the inventory by opening the arms room, unlocking the weapon racks, and showing them all weapons on the property records, including any privately owned weapons (POW) stored in the arms room.
 - (1) The inventory will be conducted by the responsible officer or a noncommissioned officer (NCO), warrant officer, commissioned officer, or a DOD civilian appointed by the responsible officer.
 - (2) The same person will not conduct this inventory in consecutive months.
- c. Conduct the inventory as follows:
 - (1) Compare the serial numbers of the weapons with those listed on the property book, hand or subhand receipt, as appropriate.
 - (2) Make a list of any differences.
 - (3) Prepare and process an administrative adjustment report (AAR) to correct differences within makes or models.

NOTE: Serial number differences will not be corrected with the use of an AAR.

Accountability for serial number differences will be established per AR 735-5, paragraph 13-2.

- (4) Ensure that proper documentation supports weapons that have been signed out or are in support maintenance. Make a list of any differences.
 - (5) Ensure that serial numbers are listed on supporting documents.
 - (6) Record the results of the inventory on a memorandum or automated listing (example: PCN-ALH-441, Sensitive Items Inventory List) produced by the SPBS-R and SPBS-R-I/TDA and provided by the property book officer (PBO).
 - (7) Report any discrepancies to the responsible officer immediately.
 - (8) The responsible officer reports discrepancies to the PBO.
11. Conduct a monthly inventory of ammunition IAW DA Pam 710-2-1, paragraph 9-11.
- a. Conduct an inventory of ammunition.
 - (1) The inventory should be conducted by the responsible officer or a noncommissioned officer (NCO), warrant officer, commissioned officer, or a DOD civilian appointed by the responsible officer.
 - (2) The same person will not conduct this inventory in consecutive months.

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- (3) The unit armorer will not conduct this inventory.
 - b. Assist the individual conducting the inventory by opening the arms room, unlocking the ammunition storage room, and showing them all the ammunition on the property records, including any privately owned ammunition stored in the arms room.
 - c. Conduct the inventory as follows:
 - (1) Inventory ammunition by listing it by purpose, i.e., basic load, operational load, or training.
 - (2) Verify DODIC.
 - (3) Verify lot number.
 - (4) Enter quantity on hand.
 - (5) Enter quantity signed out.
 - (6) Do not break manufacturer, ammunition supply point (ASP), or quality assurance specialist ammunition seals for inventory purposes. Note any tampering, damage, broken seals, or bands.
 - (7) Record the quantity of loose ammunition and banded or sealed containers on the memorandum.
 - (8) Record the seal number for individual containers.
 - (9) Record the results on a memorandum or automated listing, example: PCN-ALH-441, sensitive items inventory list, produced in SPBS-R and SPBS-R-I/TDA and provided by the PBO.
 - (10) The inventory memorandum will be signed by the person conducting the inventory.
 - a) Indicate on the memorandum any ammunition signed out.
 - b) Retain the memorandum for a minimum of two years for inventories that do not reflect discrepancies.
 - c) Retain the memorandum for a minimum of four years for inventories that reflect discrepancies.
 - (11) Report any discrepancies to the responsible officer immediately.
 - (12) Contact a quality assurance specialist ammunition surveillance (QASAS) for serviceability verification.
 - (13) The responsible officer reports discrepancies to the PBO.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Receive weapons from the Source of Supply (SOS).	GO	NO-GO
2. Create a Master Authorization List (MAL).	GO	NO-GO
3. Prepare DA Form 3749.	GO	NO-GO
4. Create a Weapons/Ammunition Control Log for issue and turn-in.	GO	NO-GO
5. Issue individually assigned unit weapons.	GO	NO-GO
6. Issue unassigned weapons using DA Form 3161.	GO	NO-GO
7. Issue unassigned weapons using DA Form 2062.	GO	NO-GO
8. Receive weapons turn-in by soldiers using the Weapons/ Ammunition Control Log.	GO	NO-GO
9. Conduct change of custody of arms room storage facility.	GO	NO-GO
10. Conduct monthly inventory of weapons.	GO	NO-GO
11. Conduct monthly inventory of ammunition.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

ALV 441
AR 190-11
AR 190-13
AR 710-2
DA Pam 710-2-1
ULLS-S4

101-92Y-1201
MAINTAIN KEY CONTROL

CONDITIONS

Assigned as the unit supply specialist in a field or garrison environment under the supervision of the unit supply sergeant. Given DA Form 5513-R, AR 190-11, AR 25-50, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), keys, local SOP, a local forms program, and a computer.

STANDARDS

Maintain DA Form 5513-R without losing accountability IAW AR 190-11 and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Prepare Unaccompanied Access Roster (memorandum) IAW AR 25-50, AR 25-400-2, and AR 190-11.
 - a. Verify that individuals to be listed on the Unaccompanied Access Roster have a security screen IAW AR 190-11.
 - b. Complete the memorandum.
 - (1) Enter soldier's name and rank.
 - (2) Enter signature block of designated official and signature.
 - c. Make distribution of Unaccompanied Access Roster.
 - (1) The Unaccompanied Access Roster will be kept within the unit, agency, or organization.
 - (2) The names and duty positions of these persons will be posted inside the arms room.
 - (3) Protect Unaccompanied Access Roster from public view.
 - (4) Maintain a copy with the unit Charge of Quarter (CQ).
 - (5) Place completed copies of Unaccompanied Access Roster in FN: 190-1v.
2. Prepare DA Form 5513-R IAW AR 190-11 and AR 25-400-2.
 - a. Fill in Key Control Register and Inventory header section.
 - (1) Enter unit or activity name.
 - (2) Enter the date range for the period covered.
 - b. Enter key control number(s). Prepare another DA Form 5513-R and continue with the number sequence if you have more than 40 keys.
 - c. Fill out Key Issue and Turn In section.
 - (1) Enter key number for the keys to be issued (1-40).
 - (2) Enter issued date and time.
 - (3) Print name and enter signature of the person issuing the keys.
 - (4) Print name and enter signature of the person receiving the issued keys.
 - (5) Enter date and time keys are turned in.
 - (6) Print name and enter signature of person receiving the turned-in keys.

- d. Disposition of completed DA Form 5513-R.
 - (1) Place completed copy of DA Form 5513-R in FN: 190-1v.
 - (2) Retain and Secure DA Form 5513-R.
- 3. Perform Semiannual Inventory IAW AR 190-11.
 - a. Fill out Inventories (Joint/Semiannual) section.

NOTE: Keys will be inventoried when the key custodian changes or when required for a semiannual inventory.

- (1) Enter inventory date.
 - (2) Print name and enter signature of the person conducting the inventory.
- 4. Secure DA Form 5513-R and keys.
 - a. Store current DA Form 5513-R in a locked container.
 - b. Secure keys.
 - (1) Secure keys in a locked container in designated area.

NOTE: Keys will not be removed from the installation.

- (2) Store Arms, Ammunition, and Explosives (AA&E), and Intrusion Detection System (IDS) keys together. These keys will be maintained separately from other keys and accessible only to individuals whose official duties require access.
- (3) Arms room keys should be on a secure welded ring. At no time will keys be in the custody of a person not listed on the Unaccompanied Access Roster.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Prepare Unaccompanied Access Roster (memorandum).	GO	NO-GO
2. Prepare DA Form 5513-R.	GO	NO-GO
3. Perform Semiannual Inventory.	GO	NO-GO
4. Secure DA Form 5513-R and keys.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 25-50
- AR 25-400-2
- AR 190-11

101-92Y-1002
ESTABLISH ULLS-S4 SECURITY ACCESSES

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to establish, add, delete, view, or update security access files. Given ULLS-S4, SFUG, and local SOP.

STANDARDS

Establish, add, delete, view, and update security access files and print the user access reports IAW ULLS-S4 End User Manual, SFUG, and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Access ULLS-S4 Security Accesses File IAW ULLS-S4 EM, paragraph 9.5.
 - a. Sign on to the ULLS-S4.
 - b. Select Utilities menu from the S4 main menu.
 - c. Select Security Accesses menu.
 - d. Select User Information menu.
2. Add/Update, User Information, IAW ULLS-S4 EM, paragraph 9.5.1.
 - a. Select the Update User Information menu.
 - (1) Add User Information.
 - a) Enter new user's DODAAC.
 - b) Enter new user's ID.
 - c) Select the Add option.
 - d) Enter the new user's name.
 - e) Enter the new user's password.
 - f) Enter the date the password is effective for the new user.
 - g) Process the record.
 - (2) Inquire User Information.
 - a) Select a user at the Update User Information menu. (Press the <F3> function key to display user lists.)
 - b) Select the Inquire option.
 - c) Review or verify user information.
 - (3) Modify User Information.
 - a) Select a user at the Update User Information menu. (Press the <F3> function key to display user lists.)
 - b) Select the Modify option.
 - c) Enter the new data.
 - d) Process the record.
 - (4) Delete User Information.

- (a) Select a user at the Update User Information menu. (Press the <F3> function key to display user lists.)
 - (b) Select the Delete option.
 - (c) Process deletion of record.
 - (d) Select Y or N to delete the record.
 - b. Exit to the Security Accesses menu.
- 3. Update User Security Accesses IAW ULLS-S4 EM, paragraph 9.5.2.
 - a. Select Utilities menu from the S4 Main menu.
 - b. Select Security Accesses menu.
 - c. Select User Access Selection menu.
 - (1) Add User Accesses Record.
 - a) Select a user.
 - b) Select the Add User Accesses option.
 - c) Select the desired menu, submenu, and process to be added.
 - d) Process the access record.
 - (2) View User Accesses.
 - a) Select a user.
 - b) Select the Inquire option.
 - c) Review or verify accesses information.
 - (3) Modify User Accesses.
 - a) Select a user.
 - b) Select the Modify option.
 - c) Select the menu, submenu, or process to be modified.
 - d) Process the modified record.
 - (4) Delete User Accesses.
 - a) Select a user.
 - b) Select the Delete option.
 - c) Verify the User ID to be deleted.
 - d) Select Y or N to process the deletion.
- 4. Add/Update Group Security Information/Accesses IAW ULLS-S4 EM, paragraph 9.5.3.
 - a. Select Utilities menu from the S4 Main menu.
 - b. Select Security Accesses menu.
 - c. Select the Group Access Selection menu.
 - (1) Add Group Accesses.
 - a) Enter a name for the group.
 - b) Select the Add option.
 - c) Enter a description for the group.
 - d) Process the group ID and description information.
 - e) Select the desired menu and submenu, and process options for the group.
 - f) Process the Group Access Record.
 - (2) View Group Accesses.

- a) Select a group ID.
- b) Select the Inquire option.
- c) Review or verify access information.
- d) Return to the Group Access Selection menu.
- (3) Modify Group Accesses.
 - a) Select a group ID.
 - b) Select the Modify option.
 - c) Select the ULLS-S4 module to be modified.
 - d) Change the selected items.
 - e) Select the menu, submenu, or process to be modified.
 - f) Change the access code.
 - g) Process the modifications.
- (4) Delete Group Accesses.
 - a) Select a group ID.
 - b) Select the Delete option.
 - c) Review the group ID to be deleted.
 - d) Process the deletion.
 - e) Select Y or N to delete the record.
- d. Return to the Update User Information menu.
- 5. Update Group Users IAW ULLS-S4 EM, paragraphs 9.5.4, 9.5.5, and 9.5.6.
 - a. Select Utilities menu from the S4 main menu.
 - b. Select Security Accesses menu.
 - (1) Assign Users to a Group.
 - a) Select the Assign Users to a Group option.
 - b) Select a User ID.
 - c) Select the group to which the user is to be added.
 - d) Process the addition.
 - (2) Remove Users from Groups.
 - a) Select the Remove User from Group option.
 - b) Select the user to be removed.
 - c) Process the user deletion.
 - d) Select Y or N to remove user.
 - (3) Delete a Group.
 - a) Select the Delete a Group screen.
 - b) Select the group to be deleted.
 - c) Process the group deletion.
 - d) Select Y or N to delete the group
 - (4) Return to the Security Accesses menu.
- 6. Print Access Reports IAW ULLS S-4 EM, paragraphs 9.5.7 and 9.5.8.
 - a. Select Utilities menu from the S4 main menu.
 - b. Select Security Accesses menu.

- (1) Print User Access Report.
 - a) Select the User Access Report Parameters option.
 - b) Select the user(s) for which the report is to be produced.
 - c) Select one of the output targets.
 - 1) Send report to the console (monitor).
 - a. Scroll through the display using the arrow or page keys.
 - b. Press <ESC> to return to the Security Accesses menu.
 - 2) Send report to the printer.
 - a. Print the report.
 - b. Select N if another copy is not needed.
 - c. Select Y if another copy is needed.
 - d. Review the report.
 - e. Distribute the report IAW local SOP.
- (2) Print Group Access Report.
 - a) Select Print Group Report.
 - b) Select the group for which the report is to be produced.
 - c) Select one of the output targets.
 - 1) Send report to the console (monitor).
 - a. Scroll through the display using the arrow or page keys.
 - b. Press <ESC> to return to the Security Accesses menu.
 - 2) Send report to the printer.
 - a. Print the report.
 - b. Select N if another copy is not needed.
 - c. Select Y if another copy is needed.
 - d. Review the report.
 - e. Distribute the report IAW local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Access ULLS-S4 Security Accesses File.	GO	NO-GO
2. Add/Update User Information.	GO	NO-GO
3. Update User Security Accesses.	GO	NO-GO
4. Add/Update Group Security Information/Accesses.	GO	NO-GO
5. Update Group Users.	GO	NO-GO
6. Print Access Reports.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

SFUG

ULLS S-4

ULLS S-4 EM

SUBJECT AREA 2: SUPPLY ADMINISTRATION PROCEDURES

101-92Y-1400 USE FEDLOG CD-ROM

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to use the FEDLOG CD-ROM. Given ULLS-S4, FEDLOG CDs, and FEDLOG mailing envelope with installation instructions.

STANDARDS

Install and operate FEDLOG to obtain correct data.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Install and access FEDLOG IAW the supplied instructions.
 - a. Install FEDLOG.
 - (1) Insert FEDLOG Disc 1 in the CD drive.
 - (2) Follow the installation instructions that came with the CDs for the type of system being used.
 - b. Access FEDLOG.
 - (1) Select Programs from the Start menu.
 - (2) Select FEDLOG from the Programs menu.
 - (3) Select either the Interactive or Batch Program icon, whichever is desired.
2. Identify the databases, military services, and search programs available using FEDLOG.
 - a. Access the system using FEDLOG.
 - b. Identify the databases found in the Federal Logistics Information System (FLIS).
 - (1) Reference number.
 - (2) Management.
 - (3) Freight.
 - (4) Supplier, known as Commercial and Government Entity (CAGE).
 - (5) Characteristics (available on disc 5 and sold separately).
 - (6) Representative drawing (available on disc 6 and sold separately).
 - c. Identify the service information available through FEDLOG.
 - (1) Air Force.
 - (2) Army.
 - (3) Navy.
 - (4) Marine Corps.
 - d. Identify the two programs that make up FEDLOG 97.
 - (1) Interactive.
 - (2) Batch.
3. Perform interactive information search using FEDLOG.

- a. Access the system using FEDLOG.
 - b. Perform a general search using all FLIS information.
 - (1) Enter the program at the Interactive Query screen.
 - (2) Type in criteria for search.
 - a) CAGE Code.
 - b) FSC.
 - c) Item name.
 - d) INC.
 - e) NIIN/NSN/PSCN.
 - f) Part number.
 - g) Supplier name.
 - (3) View search results.
 - (4) Tag records of interest.
 - (5) Copy and/or print, if desired.
 - (6) Return to the Interactive Query screen.
 - c. Perform an information search using a specific military service.
 - (1) Enter the program at the Interactive Query screen.
 - (2) Select the military service you wish to use.
 - a) Air Force.
 - b) Army.
 - c) Navy.
 - d) Marine Corps.
 - (3) Type in criteria for search.
 - a) All available FLIS search criteria.
 - b) NSN/NIIN/ND/K (national stock number/national item identification number/noncatalogued depot/kit number (Air Force peculiar data).
 - c) Ship to stock account number (SRAN) (Air Force).
 - d) Base address (Air Force).
 - e) Line item numbers (LIN) (Army peculiar data).
 - f) Chapter (Army).
 - g) Navy item control number (NICN) (Navy peculiar data).
 - h) Shipping code (Navy).
 - i) Engine number (Navy).
 - j) Item designator number (IDN) (Marine peculiar data).
 - k) Table of authorized materials (TAM) (Marine).
 - (4) Perform a combination search using any two or more search criteria.
4. Perform a FEDLOG batch file job IAW FEDLOG User Manual. (You must have at least two CD drives to perform this task.)
 - a. Access the system using FEDLOG.
 - b. Enter the batch program.
 - c. Fill in the batch setup screen entries.

- (1) Job file (mandatory entry).
 - (2) Query fields.
 - (3) Input file name (mandatory entry).
 - (4) Record length.
 - (5) Start.
 - (6) Field length.
 - (7) Output file name (mandatory entry).
- d. Select output format and contents in the batch format screen.
 - (1) Screen view.
 - (2) Custom report.
 - (3) Field delimited.
 - (4) Fixed field.
- e. Run the batch file.
 - (1) Select queue.
 - (2) Choose a run time/schedule. Run the job immediately.
- f. Return to the batch setup screen.
5. Access FEDLOG, IAW the ULLS-S4 EM.
 - a. Access FEDLOG using ULLS S4.
 - (1) Sign on to ULLS-S4.
 - (2) Select the Supply menu from the S4 main menu.
 - (3) Select the Catalog Management menu from the Supply menu.
 - (4) Insert disk 1 of FEDLOG into the CD drive.
 - (5) Select FEDLOG.
 - a) Perform interactive searches.
 - b) Select <ALT + B> to start the batch program.
6. Perform ULLS-S4 Catalog Load IAW ULLS-S4 EM.
 - a. Sign on to ULLS-S4.
 - b. Select the Supply menu.
 - c. Select the Catalog Management menu.
 - d. Select the Catalog Load/Update by CD-ROM option.
 - e. Select Y to proceed with catalog load process.
 - f. Insert FEDLOG disc 3 into the CD drive.
 - g. Proceed with catalog load process after the CD drive light goes out.
 - h. Verify that the printer is on and has a sufficient paper supply.
 - i. Print the Build Catalog from CD-ROM inactive NIINs on Catalog Report.
 - j. Return to the Catalog Management menu.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Install and access FEDLOG.	GO	NO-GO
2. Identify the databases, military services, and search programs available using FEDLOG.	GO	NO-GO
3. Perform interactive information search using FEDLOG.	GO	NO-GO
4. Perform a FEDLOG batch file job.	GO	NO-GO
5. Access FEDLOG.	GO	NO-GO
6. Perform ULLS-S4 Catalog Load.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

FEDLOG

ULLS-S4

ULLS-S4 EM

101-92Y-1402
PREPARE DELEGATION OF AUTHORITY DOCUMENTS

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment under the supervision of the unit supply sergeant. Given DA Form 1687 or DA Form 7000, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 700-84, AR 710-2, DA Pam 710-2-1, ULLS-S4 End User Manual, local forms programs; names of individuals selected to request, receive, and turn in supplies and equipment; SOS, local SOP, and a computer.

STANDARDS

Prepare Delegation of Authority documents and forward them to the appropriate source of supply without rejection by the accountable officer IAW AR 700-84, DA Pam 710-2-1, and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Enter the correct information on DA Form 1687 IAW AR 25-400-2 and DA Pam 710-2-1.
 - a. Prepare DA Form 1687 for correct SOS.
 - (1) Enter calendar date the form is prepared.
 - (2) Enter name of the unit and, if prepared by a hand or subhand receipt holder to delegate authority to request or receipt for supplies, the hand receipt number or name of the section involved.
 - (3) Enter location of installation.
 - (4) Enter names of authorized representatives. When more than four persons are delegated and a follow-on card is deemed necessary, enter the statement "Continuation to DA Form 1687 dated" in the "Remarks" block of the follow-on card.
 - (5) Enter "Not Used" on the next available line when all lines are not used.
 - (6) In the "Authority" block, enter "Yes" in the "REQ" column for each person authorized to request supplies. Otherwise, enter "No." Enter "Yes" in the "REC" column for each person authorized to receipt for supplies. Otherwise, enter "No."
 - (7) Enter signature and initials of authorized representatives.
 - (8) Enter an "X" in the "Delegates To" box to show that the authorized representative is delegated to request/receipt for supplies and sign specific forms and records. Specify the classes of supplies for which the representatives may sign.
 - (9) Enter SOS or other activity to which the form is being sent. (The Authority To:) See paragraph 2-28 when adding or deleting persons.
 - a) Add personnel.
 - 1) Prepare DA Form 1687.
 - 2) Enter the statement "Added. Previous editions remain in effect." in the "Remarks" block.
 - b) Delete personnel.

- 1) Delete personnel by preparing DA Form 1687 as shown in DA Pam 710-2-1 and listing the names of the persons deleted. Personnel to be deleted do not sign or initial the form.
 - 2) Enter an "X" in the "Withdraws From" block.
 - 3) Circle "Withdraws From" block using colored pencil or ink.
 - 4) Enter the words "Deleted. Other personnel remain in effect." in the "Remarks" block.
- (10) Enter assigned Unit Identification Code.
 - (11) Enter unit DODAAC and any Locally Assigned Account Number.
 - (12) Enter name of responsible person. See paragraph 11-9, figure 11-4, for Class V. Approving commander must approve.
 - (13) Enter grade or rank of responsible person.
 - (14) Enter office telephone number of responsible person.
 - (15) Enter expiration date of card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job. See paragraph 11-9, figure 11-4, for Class V.
 - a) Replace cards containing invalid elements with new cards.
 - b) Date cannot exceed one year.
 - c) Review cards quarterly for accuracy.
 - (16) Enter signature of responsible person.
- b. Make proper disposition of DA Form 1687.
 - (1) Deliver DA Forms 1687 to the appropriate SOS.
 - a) Determine the number of cards to be forwarded to the SOS.
 - b) Send completed DA Forms 1687 to the SOS.
 - c) Send a copy of the Assumption of Command Orders or Appointing Memorandum to each SOS.
 - (2) File DA Forms 1687 and Appointment Orders.
 - a) Place DA Forms 1687 in the Unit Supply File.
 - b) Place the unit's completed copies of DA Forms 1687 in the Unit Supply File, FN: 710-2m.
 - c) Determine the disposition of DA Forms 1687 in the Unit Supply File.
 - d) File a copy of Assumption of Command Orders in the Unit Supply File, FN: 710-2i.
 - e) Destroy DA Forms 1687 if new cards are required.
2. Enter the correct information on DA Form 7000 IAW AR 25-400-2 and AR 700-84.
 - a. Fill out initial DA Form 7000 for AMCSS.
 - (1) Enter expiration date. The date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the job.
 - (2) Enter name of unit/activity.
 - (3) Enter installation location.
 - (4) Enter name of individuals authorized to approve DA Form 3078. Individual(s) must be a commissioned officer or a warrant officer.

- (5) Enter rank.
- (6) Enter signature.
- (7) Enter name of individual(s) authorized to sign in block 31 (signature of recipient) of DA Form 3078. Individual(s) listed in this block will be authorized to pick up/receive clothing for soldiers whose names appear in block 4 of DA Form 3078.
- (8) Enter rank.
- (9) Enter signature.
- (10) Enter unit DODAAC.
- (11) Enter unit activity telephone number.
- (12) Enter date prepared.
- (13) Enter name of delegating authority.
- (14) Enter rank of delegating authority.
- (15) Enter signature of delegating authority.
- b. Make proper disposition of DA Form 7000.
 - (1) Deliver DA Forms 7000 to the appropriate SOS.
 - (a) Determine the number of cards to be forwarded to the SOS.
 - (b) Send completed DA Forms 7000 to the SOS.
 - (c) Send a copy of the Assumption of Command Orders or Appointing Memorandum to each SOS.
 - (2) File DA Forms 7000 and Appointment Orders.
 - (a) Place DA Forms 7000 in the Unit Supply File.
 - (b) Place the unit's completed copies of DA Form 7000 in the Unit Supply File, FN: 710-2m.
 - (c) Determine the disposition of DA Forms 7000 in the Unit Supply File.
 - (d) File a copy of Assumption of Command Orders in the Unit Supply File, FN: 710-2i.
 - (e) Destroy DA Forms 7000 if new cards are required.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS
1. Enter the correct information on DA Form 1687.	GO NO-GO
2. Enter the correct information on DA Form 7000 for Army Clothing Sales Store (AMCSS).	GO NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 25-400-2
- AR 700-84
- AR 710-2
- DA Pam 710-2-1
- ULLS-S4 EM

101-92Y-1119
PREPARE UNIT SUPPLY FILES

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to maintain unit supply files. Given the unit supply files, local SOP, AR 25-400-2 (now contains a “hot link” to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), a file cabinet, file folders, blank labels, file guides, pen/typewriter/computer, and ULLS-S4.

STANDARDS

Maintain the correct unit supply files without losing any documents IAW AR 25-400-2, AISM-25-L3S-AWE-ZZZ-EM, and the ULLS-S4 End User Manual (EM).

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine the supply files required IAW AR 25-400-2, the information management officer (IMO), and the local SOP.
 - a. Create a centralized file list comprised of all required files IAW AR 25-400-2.
 - b. File the centralized file list in the unit supply files.
2. Prepare file folder labels IAW AR 25-400-2, paragraph 6-2, figures 6-2, 6-3, and 6-4.
 - a. Enter the four elements of a file label shown below IAW AR 25-400-2, figure 6-2.
 - (1) File number.
 - (2) File title.
 - (3) Privacy Act notice (if applicable).
 - (4) Disposition instructions.
 - b. Prepare a file label for a “dummy” folder (if applicable) IAW AR 25-400-2, figure 6-3.
 - c. Prepare file labels for file containers and binders IAW AR 25-400-2, figure 6-4.
 - d. Place a label on all file folders and containers used to store official records.
3. Place documents in folders and the file folders in the file cabinet IAW AR 25-400-2, paragraph 5-7.
 - a. Place file guide in the file cabinet to separate file folders.
 - b. Place file folders in the file. Use the folders to consolidate, retrieve, and protect file records.
 - c. Remove all cover sheets before filing unless records are in the suspense files.
 - d. Staple documents if possible. Other types of fasteners may be used when there are too many documents for stapling.
4. Dispose of unit supply files. Properly dispose of unit supply files based on disposition instructions contained in AR 25-400-2, table 7-1.

EVALUATION GUIDE

PERFORMANCE MEASURES

1. Determine the supply files required.
2. Prepare the file folder label.
3. Place documents in folders and the file folders in the file cabinet.
4. Dispose of unit supply files.

RESULTS

GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AISM-25-L3S-AWE-ZZZ-EM
AR 25-400-2
ULLS-S4
ULLS-S4 EM

101-92Y-1500
MAINTAIN REQUIRED PUBLICATIONS

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to maintain required publications. Given the unit property records, MTOE or TDA, a computer with CD-ROM, a local forms program, local SOP, and DA Pam 25-30.

STANDARDS

Verify that all publications are on hand or on order for all organizational property in the unit IAW DA Pam 25-30 CD-ROM, applicable MTOE or TDA, and the local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Review DA Form 12 series to determine what publications are on order.
2. Install DA Pam 25-30 on a computer IAW the supplied instructions.
 - a. Place the disk in the CD-ROM drive.
 - b. Follow the installation instructions that came with the CD-ROM.
 - c. After installation is complete, type "PAM" at the C:\ prompt so the main menu screen will appear for DA Pam 25-30.
 - d. Install DA Pam 25-30 using the Windows operating system as follows:
 - (1) Place the disk in the CD-ROM drive.
 - (2) Follow the installation instructions that came with the CD-ROM.
3. Identify and list required publications using the MTOE or TDA.
 - a. Review all publications on hand by type for the latest changes as follows:
 - (1) Army Regulations (ARs).
 - (2) DA Pamphlets (DA Pams).
 - (3) Common Table of Allowances (CTAs).
 - (4) Field Manuals (FMs).
 - (5) Supply Catalogs (SCs).
 - (6) Technical Manuals (TMs).
 - b. Identify new changes to publications on hand by reviewing DA Pam 25-30 CD-ROM.
 - c. Retain the list of publications for future reviews. File with DA Form 17 and DA Form 17-1.
4. Search for required publications using DA Pam 25-30 CD-ROM. Locate publications data by using one of the following search methods:
 - a. Line Item Number (LIN).
 - b. Federal Supply Class (FSC).
 - c. National Item Identification Number (NIIN).
 - d. Title of publication.
 - e. Publication number.
 - f. Publication Identification Number (PIN).

5. Request required publications IAW DA Pam 25-30, Section VII, paragraph b.
 - a. Complete DA Form 17 (for local use only) as follows:
 - (1) Number of Pages block: Enter total number of pages in the complete requisition.
 - (2) Date of Requisition block: Enter current date.
 - (3) Account Number block: Enter assigned account number, if applicable.
 - (4) Requisition Number block: Leave blank.
 - (5) Name of Requisitioning Agency block: Enter name of unit or leave blank if same as "ship to" address in block 6.
 - (6) Block 1: Enter an "X" in either "regular" or "special" box. Special requisitions will be submitted only when normal re-supply action (requisition turnaround time) will not satisfy the need for the requisitioned items.
 - (7) Block 2: Enter a complete justification for special handling only if "special" is checked in block 1. Otherwise, leave blank.
 - (8) Block 3: Enter Julian date only if "special" is checked in block 1. Otherwise, leave blank.
 - (9) Block 4: Enter an "X" in the appropriate box, if applicable.
 - (10) Block 5: Enter the proper post stockroom containing the requested item.
 - (11) Block 6: Enter the address for delivery of the requested publications.
 - (12) Block 7: Group each category of publications or blank forms together, such as Army regulations, DA pamphlets, field manuals, DA forms, DD forms, etc. List items in numerical sequence within each category, for example, AR 10-5, AR 310-25, AR 380-5. Use a separate line for each item.
 - a) Column a: Enter Line Item Numbers, starting with 1, in sequence regardless of category.
 - b) Column b: Enter numerical designation (or title if unnumbered) of the item. Items will be ordered as follows:
 - 1) AR 10-1 (when only the basic publication is desired).
 - 2) AR 10-1 and changes (when a basic publication including all current changes is desired).
 - 3) AR 10-1, C1 (when a specific change(s) only is desired).
 - c) Column c: Enter the unit of issue for forms only, such as pad, set, sheet, etc. Units of issue are shown in DA Pam 310-2.
 - d) Column d: Enter the quantity needed.
 - (13) Block 8: Enter name and grade of commanding officer, adjutant, publication, or property book officer.
 - (14) Verify that the person entered in block 8 enters their signature in this block.
 - (15) Blocks 9 to 17b: Leave blank.
 - b. Prepare DA Form 17-1 as follows:
 - (1) Date of Requisition block: Enter current date.
 - (2) Number of Pages block: Enter total number of pages in the complete requisition. For example, if this is page 2, enter 2 of 2.
 - (3) Account Number block: Enter assigned account number, if applicable.
 - (4) Requisition Number block: Leave blank.

- (5) Block 7: Group each category of publications or blank forms together, such as Army regulations, DA pamphlets, field manuals, DA forms, DD forms, etc. List items in numerical sequence within each category, for example, AR 10-5, AR 310-25, AR 380-5. Use a separate line for each item.
 - a) Column a: Enter Line Item Numbers starting with 1 in sequence regardless of category.
 - b) Column b: Enter numerical designation (or title if unnumbered) of the item. Items will be ordered as follows:
 - 1) AR 10-1 (when only the basic publication is desired).
 - 2) AR 10-1 and changes (when a basic publication including all current changes is desired).
 - 3) AR 10-1, C1 (when a specific change(s) only is desired).
 - c) Column c: Enter the unit of issue for forms only, such as pad, set, sheet, etc. Units of issue are shown in DA Pam 310-2.
 - d) Column d: Enter the quantity needed of the item.
- (6) Blocks 9 to 10b: Leave blank.
- c. Submit request documents for publications as follows:
 - (1) Original only for unclassified publications and non-accountable/non-sensitive blank forms.
 - (2) In duplicate for classified and For Official Use Only (FOUO) publications, accountable and sensitive forms, school textbook requirements, Army Extension Course materials, and Reserve Officer Training Corps (ROTC) requirements.
 - (3) When submitted in duplicate, requisitions will be assembled so that the original and duplicate copy of page 1 remain together, followed in sequence by the original and duplicate copy of each continuation sheet.
- d. Forward DA Forms 17 and 17-1 to the publications clerk.
- e. Place a copy of DA Forms 17 and 17-1 in the unit supply files.
- 6. File unit copies of DA Forms 17 and 17-1 IAW AR 25-400-2.
 - a. Place unit copies of DA Forms 17 and 17-1 in the suspense file.
 - b. Destroy after all requested publications have been received.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Obtain publications account data from the publications account manager.	GO	NO-GO
2. Install DA Pam 25-30 on a computer.	GO	NO-GO
3. Identify required publications.	GO	NO-GO
4. Search for required publications using DA Pam 25-30 CD-ROM.	GO	NO-GO
5. Request required publications.	GO	NO-GO
6. File unit copies of DA Form 17 and DA Form 17-1.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
DA Pam 25-30
MTOE
TDA

101-92Y-1001
OPERATE UNIT LEVEL LOGISTICS SYSTEM S4 (ULLS-S4)

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to operate ULLS-S4. Given ULLS-S4, commercial off the shelf (COTS) manuals, user identification, a password, and SFUG.

STANDARDS

Operate ULLS-S4 IAW COTS manuals, local SOP, and ULLS-S4 End User Manual (EM).

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Perform computer power up for the ULLS-S4 IAW COTS manual and ULLS-S4.
 - a. Turn on the power strip.
 - b. Turn on the printer.
 - c. Turn on the monitor.
 - d. Turn on the computer.
 - e. Review the government warning information.
2. Access the S4 main menu IAW ULLS-S4 EM.
 - a. Press <ENTER> after reviewing the government warning information screen.
 - b. Complete the log on screen.
 - (1) Enter the user identification (ID).
 - (2) Enter the password.
 - (3) Enter new password if password has expired.
 - (4) Enter new password again for validation if new password was entered.
 - c. Press <ENTER> to process.
3. Identify and access the S4 main menu selections and processes IAW ULLS-S4 EM.
 - a. Identify the selections available from the S4 main menu.
 - (1) Supply menu provides the automated processes to maintain the unit's property account, document register and unit catalog, and to initiate requests.
 - (2) Hand Receipt menu provides the processes needed to download standardized property book system-redesigned (SPBS-R) data, and create/maintain subhand receipts.
 - (3) Component List menu provides the processes for assigning direct responsibility for the components of an end item to a subhand receipt holder.
 - (4) Budget menu provides the processes for allocating, tracking, updating, and reporting the unit budget information.
 - (5) Army Materiel Status menu provides the processes for producing, sending, and receiving materiel readiness reports.
 - (6) Logistics Planning menu provides the processes for the detailed and systematic development of estimated requirements for logistics support plans.

- (7) Utilities menu provides the processes to manage and support the system, parameter files, security accesses, and security tracking, and to back up and restore system and database files.
 - (8) S4 Sage Database inquiry provides the processes to select and combine data elements for tailored information reports.
 - (9) Training/tutorial database provides a resident, self-paced, computer-based, individualized trainer for the user.
 - (10) Select Any menu or process provides the user a hot key (T) to insert the three-digit process code to access a menu, submenu, or process directly.
 - (11) Exit S4 System provides the user the option to return to the previous screen or exit the system.
- b. Access selections from the S4 main menu.
 - (1) Enter the alpha or numeric colored character (hot keys) code for the desired process.
 - (2) Use the up and down arrow keys to highlight the process.
 - (3) Enter a "T" to obtain the three-digit menu selection field.
 - a) Enter the three-digit code for the desired process. (Lists of all codes are located in appendix D of the ULLS-S4 EM.)
 - b) Use or perform the menu, submenu, or process.
4. Access the ULLS-S4 Hypertext End User Manual IAW ULLS EM.
 - a. Access help information to use the EM.
 - (1) Select Utilities menu from the S4 main menu.
 - (2) Select End User Manual Info/Print menu.
 - (3) Select help information for EM.
 - a) Press enter to view information about using the EM.
 - b) Use up, down, page up, and page down keys to search through the EM.
 - c) Type in words to go directly to a specific location within the EM.
 - d) Print the help information for the EM.
 - 1) Select the <F4> function key. (The information will not be printed until you exit the help screen.)
 - 2) Select the <ESC> key to exit the EM help information.
 - 3) Select Y or N to the message prompt "Do You Want to Print the Chapter(s)?"
 - a. Selecting N will allow you to exit the EM without printing the information.
 - b. Selecting Y will print the information as you exit the EM.
 - b. Access EM Information.
 - (1) Use the <F6> function key.
 - a) Accesses the EM table of contents when selected from a process menu.
 - 1) Use up, down, page up, and page down keys to search through the EM.
 - 2) Type in words to go directly to a specific location within the EM.
 - b) Accesses specific information about a process when selected within the process submenu.

- 1) Use up, down, page up, and page down keys to search through the EM.
 - 2) Type in words to go directly to a specific location in the EM.
 - (2) Use the <F1> function key.
 - a) Provides information for the highlighted selection when accessed from the processes menus.
 - b) Provides data entry information when used within an actual process.
 - c. Print EM Information.
 - (1) Print a chapter of the EM.
 - a) Press the <F6> function key at the desired submenu option.
 - b) Verify the display paragraph to print.
 - c) Press the <F4> function key. (This will not be printed until you exit the EM.)
 - d) Select the <ESC> key to exit the EM.
 - e) Select Y or N to the message prompt "Do You Want To Print The Chapter(s)?"
 - 1) Selecting N will allow you to exit the EM without printing the information.
 - 2) Selecting Y will print the information as you exit the EM.
 - (2) Print several chapters of the EM.
 - a) Press the <F6> function key at the desired submenu option.
 - b) Press the <F4> function key at each chapter you want to print. (This will not be printed until you exit the EM.)
 - c) Select the <ESC> key to exit the EM.
 - d) Select Y or N to the message prompt "Do You Want To Print The Chapter(s)?"
 - (3) Print the entire EM.
 - a) Verify that adequate paper and print ribbons/toner cartridges are available.
 - b) Select Print the EM option.
 - c) Select Y or N to the system message "Entire EM Print Is Time Consuming, Are You Sure?"
 - 1) Selecting N returns you to the EM: Info/Print screen.
 - 2) Selecting Y prints the complete EM. (Your system will not be available until the process is completed.)
 - d) Return to the EM: Info/Print screen.
 - d. Exit to the Utility menu.
 5. Access the ULLS-S4 Training/Tutorial Database IAW ULLS-S4 EM.
 - a. Select the training/tutorial database option from the S4 main menu.
 - b. Select the desired lesson.
 - (1) System security.
 - (2) Parameter file maintenance.
 - (3) Unit load basic operations.
 - (4) Request for issue (menu driver).
 - (5) Request for issue (file driver).
 - (6) Recording manual requests.

- (7) Unit load replenishment.
- (8) Send supply transactions.
- (9) OSC processing.
- (10) Receipt and automated status.
- c. Follow the screen directions to complete the lesson.
- d. Exit to the S4 main menu.
- 6. Exit ULLS-S4 IAW ULLS-S4 EM.
 - a. Exit to the S4 main menu.
 - b. Exit from the S4 main menu.
 - c. Select Y or N, based on whether you desire to quit for the day.
 - (1) Select N to return to the ULLS-S4 log on screen.
 - (2) Select Y to access the system log maintenance menu to display the options available.
 - a) View system log.
 - b) Purge system log to printer.
 - c) Purge system log.
 - d) Exit system log maintenance.
 - (3) Select "Exit System Log Maintenance."
 - (4) Select Y or N to the message prompt, "Do You Wish To Backup Your System Data File?" (Normal daily operations require a backup of the database files before exiting the system.)
 - a) Select N to return to the ULLS-S4 log on screen.
 - b) Select Y to receive the file maintenance utility menu.
 - 1) Select backup database files.
 - 2) Verify that the type and quantities of disk required are available for backup.
 - 3) Insert the diskette in the appropriate drive.
 - 4) Format, erase, or insert a new diskette, if required.
 - 5) Proceed with backup.
 - 6) Remove and label the diskette(s).
 - 7) Insert additional diskette(s) as required.
 - (5) Exit to the Maintenance Utility menu.
 - (6) Exit to the ULLS-S4 log on screen.
 - d. Exit the log on screen.
 - e. Select Y or N to the message prompt, "Do You Wish To Exit To DOS: Commander's Password Required." (Access to DOS is controlled by the commander or the designated representative.)
 - (1) Select N to obtain the ULLS-S4 exit screen.
 - (2) Select Y to access the DOS screen.
 - a) Enter the commander's or designated representative's password.
 - b) Re-enter the commander's or designated representative's password if message indicates "Invalid Commander's Password—Retry."

- c) Exit if you no longer wish to access the DOS prompt.
- f. Turn off computer at the ULLS-S4 exit screen message, "It Is Now Safe To Turn Off This ULLS-S4 Computer."

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

1. Perform computer power up for the ULLS-S4.	GO	NO-GO
2. Access the S4 main menu.	GO	NO-GO
3. Identify and access the S4 main menu selections and processes.	GO	NO-GO
4. Access the hypertext ULLS-S4 EM.	GO	NO-GO
5. Access the ULLS-S4 Training/Tutorial Database.	GO	NO-GO
6. Exit ULLS-S4.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

COTS manuals
SFUG
ULLS-S4
ULLS-S4 EM

101-92Y-1003
ESTABLISH ULLS-S4 UNIT PARAMETER FILES

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to establish ULLS-S4 unit parameter files. Given ULLS-S4 (only the unit commander's designated representative is authorized to make entries to the unit parameter files), the unit's local SOP, and directive memorandums.

STANDARDS

Create and update parameter files for each unit on ULLS-S4, IAW ULLS-S4 and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine essential elements of information for the unit descriptive parameter file IAW ULLS-S4 EM, paragraph 9.2.1, directive memorandums, and the unit's local SOP.
2. Add a DODAAC to ULLS-S4 unit parameter files IAW ULLS-S4 EM, paragraph 9.2.1.c, directive memorandums, and the unit's local SOP.
 - a. Select the Utilities menu option from the S4 main menu.
 - b. Select Parameters File Maintenance.
 - c. Select the Parameter File Add DODAAC option.
 - (1) Enter the unit DODAAC.
 - (2) Verify that the DODAAC is correct.
 - (3) Process the record.
3. Establish the interface parameter data for the unit IAW ULLS-S4 EM, paragraph 9.2.1.d, directive memorandums, and the unit's local SOP.
 - a. Enter the Standard Army Retail Supply System (SARSS) indicator code.
 - b. Verify that the SARSS indicator code data is correct.
 - c. Process the record.
4. Enter unit descriptive parameter data for the unit IAW ULLS-S4, paragraph 9.2.1.g, directive memorandums, and the unit's local SOP.
 - a. Commander's Name: Enter commander's name.
 - b. Unit Name: Enter name of the unit.
 - c. Post Address and Bldg.: Enter address of the unit, including office symbol and building number.
 - d. City, State and Zip: Enter city, state, and zip code of the unit.
 - e. Unit Phone Number: Enter area code and phone number of the unit commander.
 - f. Unit CAISI Phone Number: Enter the telephone number of the Combat Service Support Automated Information System Interface.
 - g. Unit Concentrator ID: Enter ID required to log on to the concentrator.
 - h. CAISI Phone Number: Enter telephone number used by the DSU.
 - i. Telecomm Indicator: Enter the code required to transmit and receive data via concentrator.

- j. DSU's TPN: Enter tactical packet number (TPN) of DSU.
 - k. UNIT TPN: Enter TPN for file transfer.
 - l. Verify that the unit descriptive parameter data is correct.
 - m. Process the record.
5. Enter unit parameter data for the unit IAW ULLS-S4 EM, paragraph 9.2.1.i, directive memorandums, and the unit's local SOP.
- a. Unit Identification Code: Enter a six-position alphanumeric code; do not use I or O.
 - b. AMSS Reporting UIC: Enter UIC of the unit that submits the 2406 or 2715.
 - c. Force Activity Designator (FAD): Enter FAD for the unit.
 - d. Fund Code: Enter fund code.
 - e. Service Designation: Enter service designation code for the unit.
 - f. Location Code: Enter the geographic designation code for the unit.
 - g. Replenish Authorized Y/N: Enter code that designates whether the unit is authorized to submit automated requests.
 - h. Unit Organizational Level: Enter level of the unit.
 - i. Verify that the unit parameter data is correct.
 - j. Process the record.
6. Enter the supply parameter data for the unit IAW ULLS-S4 EM, paragraph 9.2.1.k, directive memorandums, and the unit's local SOP.
- a. Document Control Register Serial Numbers: Enter the beginning and ending serial numbers for expendable and durable items.
 - b. Approving Authority for Ammunition Request: Enter name of individual who signs DA Form 581.
 - c. Number of Days Before Automation Follow-up on Priority 01 to 08 Request: Enter follow-up criteria in days for high-priority request for issue for the unit.
 - d. Number of Days Before Automation Follow-up on Priority 09 to 15 Request (frequency at which records will be purged from the DCR): Enter follow-up criteria in days for low-priority request for issue.
 - e. Date of Last Purge: Enter date of the last inactive DCR purged for the unit.
 - f. Reportable Dollar Value: Enter the maximum dollar amount (extended) before requested items are printed to the commander's exception report.
 - g. Verify that supply parameter data is correct.
 - h. Process the record.
7. Enter the unit load description data for the unit IAW ULLS-S4, paragraph 9.2.1.m, directive memorandums, and the unit's local SOP.
- a. Enter load code and unit load description of the items to be added to the unit load file.

NOTE: The load code is not related to any specific class of supply.

- (1) B1: Enter description of the item or supply class.
- (2) B2: Enter description of the item or supply class.
- (3) B3: Enter description of the item or supply class.
- (4) B4: Enter description of the item or supply class.
- (5) B5: Enter description of the item or supply class.

- (6) B6: Enter description of the item or supply class.
 - (7) B7: Enter description of the item or supply class.
 - (8) B8: Enter description of the item or supply class.
 - (9) B9: Enter description of the item or supply class.
 - (10) OL: No entry required for this field.
 - b. Verify that unit load description data is correct.
 - c. Process the record.
8. Enter the supply support parameter data for the unit IAW ULLS-S4 EM, paragraph 9.2.1.p, directive memorandums, and the unit's local SOP.
- a. Enter support DSU designation code for each class of supply for the unit.
 - (1) Class I: Enter Class I (subsistence) DSU code.
 - (2) Class II: Enter Class II (clothing, tools, TA-50) DSU code.
 - (3) Class III P: Enter Class III package petroleum, oils, and lubricants (POL) DSU code.
 - (4) Class III B: Enter Class III (bulk POL) DSU code.
 - (5) Class IV: Enter Class IV (construction, barrier materials) DSU code.
 - (6) Class V: Enter Class V ammunition supply point (ASP) DSU code.
 - (7) Class VI: Enter Class VI (personnel demand items) DSU code.
 - (8) Class VII: Enter Class VII (major end items) DSU code.
 - (9) Class VIII: Enter Class VIII (medical) MEDSOM DSU code.
 - (10) Class IX C: Enter Class IX (common) repair parts and components DSU code.
 - (11) Class IX A: Enter Class IX (aviation) repair parts and components DSU code.
 - (12) Class IX M: Enter Class IX (missile) repair parts and components DSU code.
 - (13) Class X: Enter Class X (agriculture and economic development) DSU code.
 - b. Verify that supply support parameter DSU codes are correct.
 - c. Process the record.
9. Enter the DSU data for the unit IAW ULLS-S4 EM, paragraph 9.2.1.s, directive memorandums, and the unit's local SOP.
- a. DSU Code: Enter DSU Code.
 - b. DSU DODAAC: Enter DODAAC of DSU.
 - c. DSU Name: Enter name of the DSU.
 - d. Address and Bldg. Number: Enter address of the DSU, office symbol, and building number.
 - e. City, State and Zip: Enter city, state, and zip code of the unit.
 - f. DSU Phone Number: Enter area code and phone number of the DSU.
 - g. DSU Concentrator ID: Enter ID code that permits the DSU to log on to the concentrator.
 - h. Point-to-Point Phone: Enter the phone numbers the DSU will be using for point-to-point file transfer.
 - i. Can this DSU Accept Automated Data (Y or N)?: Enter the appropriate response.
 - j. Verify that the DSU data is correct.
 - k. Process the record.

10. Enter the supply support parameter data for Class III package and bulk (P/B) petroleum, oils, and lubricants (POL) products IAW ULLS-S4 EM, paragraph 9.2.1.z , directive memorandums, and the unit's local SOP.
 - a. Enter the DSU code assigned to current SCMC for Class III POL.
 - (1) P/B SCMC 33: Enter the DSU code for Class III P/B POL items.
 - (2) P/B SCMC 36: Enter the DSU code for Class III P/B POL items.
 - (3) P/B SCMC 37: Enter the DSU code for Class III P/B POL items.
 - b. Verify that the DSU and SCMC data is correct.
 - c. Process the record.
11. Enter the supply support parameter data for Class IX SCMC for the unit IAW ULLS-S4 EM, paragraph 9.2.1.bb, directive memorandums, and the unit's local SOP.
 - a. Review and update DSU codes assigned to current SCMC list for Class IX supply category materiel code (SCMC).
 - (1) SCMC 9A: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (2) SCMC 9B: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (3) SCMC 9D: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (4) SCMC 9F: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (5) SCMC 9G: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (6) SCMC 9K: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (7) SCMC 9L: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (8) SCMC 9M: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (9) SCMC 9N: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (10) SCMC 9O: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (11) SCMC 9P: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (12) SCMC 9Q: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (13) SCMC 9R: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (14) SCMC 9T: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (15) SCMC 9U: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (16) SCMC 9W: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).

- (17) SCMC 9X: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (18) SCMC 9Y: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
 - (19) SCMC 9Z: Enter C/A/M assigned to Class IX DSU (common/air repair parts/missile).
12. Enter the objective supply capabilities (OSC) parameter data IAW ULLS-S4 EM, paragraph 9.2.1.ee, directive memorandums, and the unit's local SOP.
 - a. OSC Indicator: Enter yes or no to indicate whether or not the unit does OSC processing.
 - b. DDN TAC Phone Number: Enter the defense data network (DDN) terminal access controller (TAC) phone number.
 - c. DDN Address: Enter the 15-position alphanumeric address field.
 - d. Terminal or Server Log In: Enter the 16-position TAC/TS log in ID.
 - e. Gateway Log In: Enter the 14-position gateway log in ID.
 - f. Number of Days Records: Enter the number of days OSC records are held at gateway before return to supply transaction file.
 - g. Verify the OSC parameter data.
 - h. Process the record.
 13. Modify the unit parameter files IAW ULLS-S4 EM, paragraph 9.2.2.b, directive memorandums, and the unit's local SOP.
 - a. Select the Parameter File Update DODAAC option from the Parameters Maintenance menu.
 - (1) Select Interface Parameters.
 - a) Update the interface parameters.
 - b) Process the record.
 - (2) Select Unit Description Parameters.
 - a) Update the unit description parameters.
 - b) Process the record.
 - (3) Select OSC Parameters.
 - a) Update the OSC parameters.
 - b) Process the record.
 - (4) Select Unit Supply Parameters.
 - a) Update the unit supply parameters.
 - b) Process the record.
 - (5) Select Supply Support Parameters.
 - a) Update the source of supply parameters.
 - b) Process the record.
 - (6) Select Unit Load Parameters.
 - a) Update the unit load parameters.
 - b) Process the record.
 - (7) Select Support Activity Site.
 - a) Add or modify any new DSU data for the existing DSU.

- b) Process the record.
- (8) Select Class or Sub-Class Parameters.
 - a) Update the class or sub-class parameters.
 - b) Process the record.
- (9) Select "Exit" to escape to the Parameters Maintenance menu.
- 14. Delete the unit parameter file for a DODAAC, IAW ULLS-S4 EM, paragraph 9.2.3, directive memorandums, and the unit's local SOP.
 - a. Select the Parameter File Delete DODAAC option from the Parameters Maintenance menu.
 - b. Enter DODAAC to be deleted.

NOTE: If there are no essential records for the entered DODAAC on the system, this process will delete all information for the DODAAC from the system.

- c. Verify that the DODAAC to be deleted is correct.
- d. Process the record.
- 15. Display and print parameter data for a DODAAC, IAW ULLS-S4 EM, paragraph 9.2.4.
 - a. Select Parameters File Display and Print option from the Parameters Maintenance menu.
 - b. Select DODAAC Information option.
 - (1) Enter DODAAC information.
 - (2) Select View Unit Descriptive Parameters and process the record.
 - a) Display OSC parameters and process the record.
 - b) Display unit parameters and process the record.
 - c) Display interface parameters and process the record.
 - d) Display supply parameters and process the record.
 - e) Enter yes or no to print the report.
 - f) File the report IAW local SOP.
 - (3) Select Supply Support Information option.
 - a) View supply support parameters.
 - b) Process the record.
 - c) Enter Y to the Y/N prompt to print the report.
 - d) File the report IAW local SOP.
 - (4) Select DSU or SSA Information option.
 - a) Enter a DSU code to view or print the record.
 - b) Process the record.
 - c) Enter Y to the Y/N prompt to print the report.
 - d) File the report IAW local SOP.
 - (5) Select Class/Subclasses Information option.
 - a) View and/or print the class/subclass parameter data.
 - b) Enter Y to the Y/N prompt to print the report.
 - c) File the report IAW local SOP.
 - (6) Select Unit Load Information option.
 - a) View and/or print the unit load description data.

- b) Enter Y to the Y/N prompt to print the report.
 - c) File the report IAW local SOP.
16. Build the hardware parameter file for ULLS-S4, IAW ULLS-S4 EM, paragraph 9.2.5, directive memorandums, and the local SOP.
- a. Select Hardware Parameter File Update option from the Parameters Maintenance menu.
 - b. Complete the following data fields:
 - (1) Program Files on Drive: Enter the drive on which the ULLS-S4 system files are installed.
 - (2) Tape Drive and Software: Enter tape type, make, or model operating on ULLS-S4.
 - (3) Data Files on Drive: Enter hard drive on which ULLS-S4 data files are installed.
 - (4) Printer Name: Enter the model of the printer used by ULLS-S4.
 - (5) Default Floppy Drive: Enter the default floppy drive.
 - (6) Concentrator Phone: Enter phone number of modem.
 - (7) Workstation ID: Enter code that identifies each workstation.
 - (8) Modem Type: Enter the type of modem used.
 - (9) Communications Port: Enter the com port.
 - (10) Baud Rate: Enter the baud rate of the modem.
 - (11) Local CD-ROM Drive: Enter yes or no to local CD-ROM drive.
 - (12) FEDLOG: Enter the FEDLOG drive.
 - (13) Path to End User Manual: No entry required.
 - c. Verify that the hardware parameters are correct.
 - d. Process the record.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Determine essential elements of information for the unit for the descriptive parameter file.	GO	NO-GO
2. Add a DODAAC to ULLS-S4 unit parameter files.	GO	NO-GO
3. Establish the interface parameter data for the unit.	GO	NO-GO
4. Enter unit descriptive parameter data for the unit.	GO	NO-GO
5. Enter unit parameter data for the unit.	GO	NO-GO
6. Enter supply parameter data for the unit.	GO	NO-GO
7. Enter unit load description data for the unit.	GO	NO-GO
8. Enter supply support parameter data.	GO	NO-GO
9. Enter DSU data.	GO	NO-GO
10. Enter supply support parameter data for Class III P/B POL products.	GO	NO-GO
11. Enter supply support parameter data for Class IX SCMC of the unit.	GO	NO-GO
12. Enter OSC parameter data.	GO	NO-GO

13. Modify unit parameter file.	GO	NO-GO
14. Delete unit parameter file for DODAAC.	GO	NO-GO
15. Display and print parameter data of DODAAC.	GO	NO-GO
16. Build hardware parameter file for ULLS-S4.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

Local SOP
ULLS-S4
ULLS-S4 EM

101-92Y-1007
PERFORM CONTINUITY OF OPERATION PROCEDURES (COOP)

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given a COOP plan and a situation where no backup files exist. Given ULLS-S4 with unit files, blank diskettes and/or archive tapes, and local SOP.

STANDARDS

Format, backup, and restore files to support COOP without loss of data and IAW ULLS-S4 End User Manual (EM) and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Identify the COOP.
 - a. Back up system and database files on diskette or tape IAW ULLS-S4 EM, paragraph 9.7.2.
 - (1) Back up database files daily using five sets of diskettes or tapes. A set would be the quantity needed to do a daily backup of the database.
 - (2) Back up system files after:
 - a) Unit conversion to ULLS-S4.
 - b) Loading a software change package (SCP).
 - c) Loading an interim change package (ICP).
 - (3) Label backup media IAW ULLS-S4 EM.
 - (4) Store backup media in a safe location.
 - b. Rebuild system and database files upon receipt of system error.
 - c. Restore system and database files to assigned ULLS-S4 using diskette or tape.
 - d. Notify Combat Service Support Automation Management Office (CSSAMO) to obtain new ULLS-S4.
 - e. Restore system and database files to new ULLS-S4 hardware using diskette or tape.
 - f. Rebuild system after restoring files.
 - g. Reenter any transactions that were not on latest database used to restore the system.
2. Prepare media for COOP.
 - a. Format diskettes IAW ULLS-S4 EM, paragraph 9.7.5.
 - (1) Select the ULLS-S4 File Maintenance menu.
 - (2) Select Format Media option.
 - (3) Insert the new diskette in drive A/B:
 - a) Select <ENTER> when ready to process.
 - b) Select Y to format another diskette.
 - c) Select N to return to the ULLS-S4 File Maintenance Utility menu.
 - b. Format tape IAW ULLS-S4 EM, paragraph 9.8.5.

- (1) Select the ULLS-S4 File Maintenance menu.
 - (2) Select Format Media option.
 - (3) Insert the tape.
 - (4) Format the tape.
 - (5) Remove tape when the activity light stops.
3. Back up ULLS-S4 system and database files following conversion IAW ULLS-S4 EM, paragraph 9.7.2.
 - a. Back up system files on diskette IAW ULLS-S4 EM, paragraph 9.7.2.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Select Back Up System Files option.
 - (3) Insert diskette in the appropriate drive.
 - (4) Repeat steps 2 and 3 until backup is completed.
 - (5) Remove diskette when activity light stops.
 - (6) Label diskette IAW ULLS-S4 EM.
 - (7) Store one set of ULLS-S4 system files with system supervisor, system support personnel, or IAW local SOP.
 - b. Back up system files on tape IAW ULLS-S4 EM, paragraph 9.8.2.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Select Back Up System Files option.
 - (3) Insert the tape into the drive.
 - (4) Remove tape when activity light stops.
 - (5) Label each tape IAW ULLS-S4 EM.
 - (6) Store one set of ULLS-S4 system files with system supervisor, system support personnel, or IAW local SOP.
 - c. Backup ULLS-S4 database files on diskette IAW ULLS-S4 EM, paragraph 9.7.1.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Select Back Up Database Files option.
 - (3) Insert diskette in the appropriate drive.
 - (4) Repeat steps 2 and 3 until backup is completed.
 - (5) Label diskettes IAW ULLS-S4 EM.
 - (6) Store one set of ULLS-S4 database files with system supervisor, system support personnel, or IAW local SOP.
 - d. Back up database files on tape IAW ULLS-S4 EM, paragraph 9.8.1.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Select Back Up Database Files option.
 - (3) Insert the tape into the tape drive.
 - (4) Remove tape when the activity light stops.
 - (5) Label tape IAW ULLS-S4 EM.
 - (6) Return to the ULLS-S4 File Maintenance Utility menu.
 - (7) Store one set of ULLS-S4 database files with system supervisor, system support personnel, or IAW local SOP.
4. Implement COOP using assigned ULLS-S4.

- a. Rebuild database IAW ULLS-S4, paragraph 9.6.
 - (1) Select the Utility menu from the ULLS-S4 main menu.
 - (2) Select Rebuild Database option.
 - (3) Select Rebuild All Files Except Catalog option.
 - b. Restore system files from diskette IAW ULLS-S4 EM, paragraph 9.7.4.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Select Restore System Files option.
 - (3) Insert disk number 1 in drive A/B.
 - (4) Continue step 3 until restoration is completed.
 - c. Restore system files from tape IAW ULLS-S4 EM, paragraph 9.8.4.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Select Restore System Files.
 - (3) Insert tape to be restored in the appropriate drive.
 - (4) Remove tape when prompted by the system.
 - d. Restore database files using diskette IAW ULLS-S4 EM, paragraph 9.7.3.
 - (1) Select ULLS-S4 File Maintenance Utility menu.
 - (2) Select Restore Database Files option.
 - (3) Insert disk number 1 in drive A/B.
 - (4) Continue step 3 until restoration is completed.
 - e. Restore database files using tape IAW ULLS-S4 EM, paragraph 9.8.3.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Insert tape to be used for restoration in the appropriate drive.
 - (3) Select Restore Database Files option.
 - (4) Restore database files.
 - (5) Remove tape when prompted by the system.
5. Obtain float ULLS-S4 system from Combat Service Support Automation Management Office (CSSAMO).
- a. Restore system files from diskette IAW ULLS-S4 EM, paragraph 9.7.4.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Select Restore System Files option.
 - (3) Insert disk number 1 in drive A/B.
 - (4) Continue step 3 until restoration is completed.
 - b. Restore system files from tape IAW ULLS-S4 EM, paragraph 9.8.4.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Select Restore System Files option.
 - (3) Insert tape to be used for restoration in the appropriate drive.
 - (4) Restore database files.
 - (5) Remove tape when prompted by the system.
 - c. Restore database files using diskette IAW ULLS-S4 EM, paragraph 9.7.3.
 - (1) Select ULLS-S4 File Maintenance Utility menu.
 - (2) Select Restore Database Files option.

- (3) Insert disk number 1 in drive A/B.
- (4) Continue step 3 until restoration is complete.
- d. Restore database files using tape IAW ULLS-S4 EM, paragraph 9.8.3.
 - (1) Select the ULLS-S4 File Maintenance Utility menu.
 - (2) Select Restore Database Files option.
 - (3) Insert tape in the appropriate drive.
 - (4) Restore database files.
 - (5) Remove tape when prompted by the system.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

1. Identify COOP.	GO	NO-GO
2. Prepare media for COOP.	GO	NO-GO
3. Backup ULLS-S4 system and database files after conversion.	GO	NO-GO
4. Implement COOP using assigned ULLS-S4.	GO	NO-GO
5. Obtain Float ULLS-S4 system from CSSAMO.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

Local SOP
ULLS-S4
ULLS-S4 EM

SUBJECT AREA 3: SUPPLY PROCEDURES

101-92Y-1111 REQUEST SUPPLIES AND EQUIPMENT

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to request supplies and equipment. Given authorization document(s), blank request form(s), DA Form 2064, AR 71-32, AR 710-2, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), DA Pam 710-2-1, FEDLOG CDs, ULLS-S4, a computer with CD-ROM drive, a local forms program, and local SOPs.

STANDARDS

Prepare a supply request without rejection from the SOS IAW DA Pam 710-2-1, AR 25-400-2, and ULLS S-4 EM.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine authorization documents required to request supplies IAW AR 71-32 and AR 710-2.
 - a. Identify the authorization document.
 - (1) Modification table of organizational equipment (MTOE).
 - (2) Table of distribution and allowances (TDA).
 - (3) Joint table of allowances (JTA).
 - (4) Common table of allowances (CTA).
 - (5) HQDA memorandum.
 - (6) Army regulation (AR).
 - (7) Supply bulletin (SB).
 - (8) Supply catalog/component listing (SC)(CL).
 - (9) Technical manual (TM).
 - (10) Government supply activity catalog (GSA).
 - (11) Other publications.
 - b. Check required item against the authorization document and verify authorization and quantity.
2. Select correct request form or method IAW DA Pam 710-2-1 and the ULLS S-4 EM.
 - a. Select DA Form 581 to order ammunition and explosives.
 - b. Select DA Form 2765-1 to request expendable, durable, and non-expendable, single line items with national serial number (NSN) listed on FEDLOG.
 - c. Select DA Form 3161 to request the following types of supplies:
 - (1) Ten or more line items of supplies normally provided by a self-service supply center (SSSC) when SSSCs are not available.
 - (2) Five or more line items of packaged Class III items.

- (3) Expendable medical items within a medical facility.
 - (4) Five or more line items of supplies normally ordered on a recurring basis.
 - d. Select DD Form 1348-6 to request supplies in the following situations:
 - (1) Non-NSN single line item.
 - (2) NSN single line item when the NSN is not listed on the FEDLOG.
 - (3) Modification work order (MWO) and modification kits.
 - (4) Classified items.
 - e. Select the Request for Issue (menu driver) option to request items from automated and non-automated supply sources.
 - f. Select the Request for Issue (file driver) option to request items to replenish shortages of components of end items determined in the component list processes.
3. Process DA Form 581 IAW DA Pam 710-2-1 and the local SOP.
- a. Prepare DA Form 581.
 - (1) Issue block: Enter [X].
 - (2) Turn-in block: Leave blank.
 - (3) Document Number block: Enter unit document number from the expendable register.
 - (4) Page block: Enter total number of DA Forms 581 and 581-1 with this document number.
 - (5) Send To block: Enter the name and address of the supporting ASP.
 - (6) Request From block: Enter the name, address, and UIC of using unit.
 - (7) Date Material Required block: Enter the appointment date and time at ASP.
 - (8) Allocation Period block: Enter the allocation period, as indicated in the using unit's forecast.
 - (9) DODAAC block: Enter the using unit's DODAAC.
 - (10) Requested By block: Enter the name of the authorized requester, as indicated on the 1687.
 - (11) Block 13b, Date: Enter the Julian date.
 - (12) Block 13c, Signature: Enter the signature of the authorized requester, as indicated on the 1687.
 - (13) Approved By block: Enter the name of the authorized approving authority IAW local SOP.
 - (14) Block 14b, Date: Enter the Julian date the request is approved.
 - (15) Block 14c, Signature: Enter signature of the authorized approving authority.
 - (16) Item block: Enter the item number.
 - (17) DODIC block: Enter the Department of Defense Identification Code (DODIC).
 - (18) Block 17, NSN: Enter the NSN.
 - (19) Nomenclature block: Enter the nomenclature. Enter the words "LAST ITEM" after the last entry.
 - (20) UI block: Enter the unit of issue.
 - (21) Quantity Requested/Turned-in block: Enter quantity requested.
 - (22) TEC block: Enter the training event code (TEC). See appendix K of DA Pam 710-2-1.

- (23) Action Code block: Enter the appropriate code IAW DA Pam 710-2-1.
 - (24) Remarks block: Enter the applicable statement IAW DA Pam 710-2-1.
 - (25) Related Document Serial Numbers block: List all supporting DA Forms 581 and 581-1.
- b. Record the DA Form 581 in the expendable document register.
 - c. File one copy of DA Form 581 and/or DA Form 581-1, if applicable, in the suspense file.
 - d. Forward required number of copies through the authentication officer to the ASP.
 - e. Pick up ammunition.
4. Prepare DA Form 2765-1 as a request for issue IAW DA Pam 710-2-1.
- a. Prepare DA Form 2765-1.
 - (1) Block A: Enter the name and address of the supply support activity (SSA)/SOS.
 - (2) Block B: Enter the address of the requesting unit.
 - (3) Blocks 4-6: Enter the NSN of the item requested.
 - (4) Block 7: Enter the unit of issue.
 - (5) Block 8: Enter the quantity requested. Use all five positions. Enter zeros to the left of the quantity.
 - (6) Blocks 9-10: Enter the unit DOD Activity Address Code (DODAAC).
 - (7) Block 11: Enter the Julian date.
 - (8) Block 12: Enter the document serial number.
 - (9) Block 13: Enter the demand code, using "R" for recurring or "N" for non-recurring.
 - (10) Block 18 or card column 54-56: Enter the proper end item code (EIC). Use the EIC that identifies the major end item for which the request applies.
 - (11) Block 18b: Enter the type of requirement code (TRC), if applicable.
 - (12) Block 20: Enter the priority designator.
 - (13) Block 21: Enter required delivery date (RDD) or leave blank.
 - (14) Block 22: Enter the proper advice code from appendix B or leave blank.
 - (15) Block L: Enter the cost detail account number, if required.
 - (16) Block O: Enter one or two words that describe the item requested.
 - (17) Block P: Enter the type, number, date, and page number(s) of the authorization document/publication and other applicable data.
 - b. Record the DA Form 2765-1 in the appropriate document register.
 - c. File one copy of the DA Form 2765-1 in the due-in status file.
 - d. Forward completed request to the supporting SSA/SOS.
5. Prepare DA Form 3161 as a request for issue IAW DA Pam 710-2-1.
- a. Prepare DA Form 3161.
 - (1) Prepare the form in enough copies to meet local needs.
 - (2) Issue block: Enter "X" for issue.
 - (3) Sheet No. block: Enter number of sheets consecutively.
 - (4) Number of Sheets block: Enter total number of sheets included in the request for issue.
 - (5) Block 1: Enter the document number assigned to the request from the document register.

- (6) Block 2: Enter project code or leave blank.
 - (7) Block 3: Enter the name and address of the SSA/SOS.
 - (8) Block 4: Enter the RDD of material requested or leave blank.
 - (9) Block 5: Leave blank
 - (10) Block 6: Enter the priority designator.
 - (11) Block 7: Enter cost detail accounting information.
 - (12) Block 8: Enter the name of the unit making the request.
 - (13) Block 10: Enter the authorizing document/publication.
 - (14) Column 12a: Enter the item number in sequence for each item requested.
 - (15) Column 12b: Enter the stock number for each item requested.
 - (16) Column 12c: Enter one or two words that describe each item requested. Enter the words "LAST ITEM" after the last entry.
 - (17) Column 12d: Enter the unit of issue of each item requested.
 - (18) Column 12e: Enter the quantity of each item requested.
 - (19) Column 12f: Enter the proper issue code from the form.
 - b. Record DA Form 3161 in the appropriate document register.
 - c. Forward DA Form 3161 to the supporting SSA/SOS.
 - (1) Column 12g: Complete this entry after items are received. The person signing for receipt of items will complete this entry in ink.
 - (2) Block 13: Print name, date, and sign. Include rank.
 - (3) Block 15: Print name, date, and sign. Include rank.
 - d. File the completed document in the unit supply file.
6. Prepare DD Form 1348-6 as a request for issue for a non-NSN item IAW DA Pam 710-2-1.
- a. Complete the card column section of DD Form 1348-6.
 - (1) Card column 8-22: Enter the commercial and government entity (CAGE), when available, and the part number.
 - (2) Card column 23-24: Enter the unit of issue.
 - (3) Card column 25-29: Enter the quantity requested. Use all five positions. Enter zeros to the left of the quantity.
 - (4) Card column 30-35: Enter the unit DODAAC.
 - (5) Card column 36-39: Enter the Julian date.
 - (6) Card column 40-43: Enter the serial number.
 - (7) Card column 44: Enter the demand code "R" for recurring, "N" for non-recurring.
 - (8) Card column 54-56: Enter the proper EIC. Use the EIC that identifies the major end item for which the request applies.
 - (9) Card column 57-59: Enter the project code, if assigned; otherwise leave blank.
 - (10) Card column 60-61: Enter the priority designator.
 - (11) Card column 62-64: Enter RDD or leave blank. Enter "999" for not mission capable supply (NMCS) requests requiring expedited handling originating overseas (or in CONUS units deploying within 30 days). For all other NMCS/anticipated not mission capable supply (ANMCS) requests, enter "N" for NMCS or "E" for ANMCS.

- (12) Card column 65-66: Enter the proper advice code.
 - b. Complete identification data section of DD Form 1348-6 as a request for issue for a non-NSN item.
 - (1) Block 6: Enter the type, number, date, and page number of the authorizing publication.
 - (2) Block 7: Enter one or two words that describe the item requested.
 - (3) Block 8: Enter complete item description.
 - (4) Block 9: Enter end item application and other information, if available.
 - c. Record the DD Form 1348-6 in the appropriate document register.
 - d. File one copy of DD Form 1348-6 in the due-in status file.
 - e. Forward the completed 1348-6 to the supporting SSA/SOS.
7. Prepare DD Form 1348-6 as a request for issue for an NSN item IAW DA Pam 710-2-1.
- a. Complete the card column section of DD Form 1348-6 as a request for issue for an NSN item.
 - (1) Card column 8-20: Enter the NSN of the item requested.
 - (2) Card column 23-24: Enter the unit of issue.
 - (3) Card column 25-29: Enter the quantity requested.
 - (4) Card column 30-35: Enter the unit DODAAC.
 - (5) Card column 36-39: Enter the Julian date.
 - (6) Card column 40-43: Enter the serial number.
 - (7) Card column 44: Enter the demand code.
 - (8) Card column 54-56: Enter the proper EIC.
 - (9) Card column 57-59: Enter project code, if assigned.
 - (10) Card column 60-61: Enter the priority designator.
 - (11) Card column 62-64: Enter RDD.
 - (12) Card column 65-66: Enter the proper advice code.
 - b. Complete identification data section of DD Form 1348-6 as a request for issue for an NSN item.
 - (1) Complete blocks 2 through 9 with as much data as possible.
 - (2) Block 11, Remarks: Use as required.
 - c. Record DD Form 1348-6 in the appropriate document register.
 - d. Forward the completed DD Form 1348-6 to the supporting SSA/SOS.
8. Prepare request for follow-up IAW DA Pam 710-2-1.
- a. Determine if follow-up action is needed on previously submitted requests. (Follow-ups are not mandatory.)
 - (1) Submit follow-up for priority 01-08 requests no earlier than nine calendar days from request submission or last receipt of status.
 - (2) Submit follow-up for priority 09-15 requests if, at the time of monthly reconciliation receipt, no status has been received.
 - (3) Submit follow-up for all priorities under the following conditions:
 - a) At the time of monthly reconciliation receipt of expired shipment status.
 - b) Valid existing supply status is unsatisfactory in terms of estimated availability date.

- c) Fourteen days have passed since a cancellation request was submitted and supply or shipment status has not been received.
 - d) Thirty calendar days have passed since the date shipped as shown on shipment status document and the item has not been received (CONUS).
 - e) Sixty calendar days have passed since the date shipped as shown on shipment status document and the item has not been received (OCONUS).
 - b. Prepare a request for follow-up.
 - (1) Block 1: Enter "AF_" of an "AE_" series status card if status has been received. Circle block 1 with colored pencil or ink.
 - (2) Prepare a follow-up document if no status has been received.
 - a) Remake the supply request from the document register and proper supply publication.
 - b) Card columns 1–3: Enter "AT_" the series document identifier code IAW appendix H. Circle the entry with colored pencil or ink.
 - (3) Column n: Enter the "AF_" or "AT_" series used and the Julian date of the action from the document register.
 - c. Prepare a request for an improved estimated delivery date.
 - (1) Use a previously received status card for 01-08 requests only.
 - (2) Block 1: Enter AFC of the latest status card and circle in colored pencil or ink.
 - (3) Column n: Enter AFC and the Julian date of the action from the document register.
 - d. Send the follow-up to the SSA/SOS.
 - e. Post transaction to the document register.
 - f. Disposition instruction IAW local SOP.
- 9. Prepare a modification request for a previously submitted request IAW DA Pam 710-2-1.
 - a. Identify modification requirements.
 - (1) Verify that you use the modification process only when the change pertains to the entire quantity due in.
 - (2) Verify that a modification request is submitted for each open request when the unit force activity designator (FAD) or urgency of need designator changes.
 - (3) Block 3, M and S: Media and status code.
 - (4) Block 18: TRC and EIC.
 - (5) Block 19: Project code.
 - (6) Block 20: Priority designator.
 - (7) Block 21: RDD.
 - (8) Block 22: Advice code.
 - b. Prepare a modification request.
 - (1) Use the latest status document, if received.
 - a) Block 1: Enter "AM_" the correct series DIC.
 - b) Delete a previously submitted code by circling the empty block using colored pencil or ink.
 - (2) Remake the supply request from the document register if no status has been received.

- a) Block 1, card column 1-3: Enter "AM_," the correct series DIC from appendix H.
 - b) Enter the new data in the appropriate blocks.
 - c) Include the project code, RDD, and advice code if one or more of the codes were entered on the original request.
 - d) Circle the entries using colored pencil or ink.
 - c. Record the request modifier in the document register.
 - (1) Draw a line through the old priority and enter the new, if changed. Have the request authenticated, if required.
 - (2) Column n: Enter "AM_," the correct series DIC, and the Julian date of the action.
 - d. Send the request modifier to the SSA/SOS.
 - e. Post transaction to the document register.
 - f. Disposition instructions: IAW local SOP.
10. Prepare a request for issue (menu driver) IAW ULLS-S4 EM, paragraph 4-2.1.
- a. Sign on to ULLS-S4.
 - b. Select the Supply Menu from the S4 Main Menu screen.
 - c. Select the Request Processes Menu.
 - d. Select the Request for Issue (Menu Driver) option.
 - (1) Complete a system catalog request.
 - a) Enter the national item identification number (NIIN), management control number (MCN), or manufacturer's part number (MPN).
 - b) Enter the subhand receipt number (SHRN).
 - c) Enter the quantity.
 - d) Enter the component list number, if applicable.
 - e) Process the entries.
 - f) Enter the priority if the item is expendable, non-Class IX, or non-SSSC item.
 - g) Select Y or N to answer deployment questions if priority 01-03 was entered.
 - h) Complete the Request for Issue (Higher) Level Supply Data screen if the priority is 01-03.
 - i) Complete the bottom portion of the Request for Issue screen as needed and if priority was other than 01-03.
 - j) Process the request.
 - (2) Complete a request using the FEDLOG.
 - a) Enter the NIIN, MCN, or MPN.
 - b) Select any key after the message prompt, "NIIN Not Found On The Catalog File."
 - c) Select any key after the CD-ROM light is off if FEDLOG disc 3 is already in the CD Drive.
 - d) Load FEDLOG disc 3 into CD drive and press any key after the message prompt, "Insert FE LOG Disk," if disk was not already loaded.
 - 1) Select <ESC> if you want to cancel this process.
 - 2) Select any key to continue.
 - e) Select <ENTER> after catalog data has been extracted.

- f) Enter the SHRN.
 - g) Enter the quantity.
 - h) Enter the component list number, if applicable.
 - i) Process the entries.
 - j) Enter the priority if the item is expendable, non-Class IX, or non-SSSC item.
 - k) Select Y or N to answer deployment prompts if priority 01-03 was entered.
 - l) Complete the Request for Issue (Higher) Level Supply Data screen if the priority was 01-03.
 - m) Complete the bottom portion of the Request for Issue screen as needed and if priority is other than 01-03.
 - n) Process the request.
- (3) Complete a request when no catalog data is available.
- a) Select Y to add a catalog record when NIIN, MPN or MCN is not found on catalog or FEDLOG.
 - b) Complete the mandatory entries on the Add a Catalog screen.
 - 1) NIIN.
 - 2) Federal supply class (FSC)/CAGE.
 - 3) NOMENCLATURE.
 - 4) UI.
 - 5) Accounting requirement code (ARC).
 - 6) Supply categories of materiel code (SCMC).
 - 7) Unit price (U/PRICE).
 - c) Process the new catalog record.
 - d) Enter the SHRN.
 - e) Enter the quantity.
 - f) Enter the component list number, if applicable.
 - g) Enter the priority if the item is expendable, non-Class IX, or non-SSSC item.
 - h) Select Y or N to answer deployment prompts if priority 01-03 was entered.
 - i) Complete the Request for Issue (Higher) Level Supply Data screen if the priority is 01-03.
 - j) Complete the Item Identification Data screen with as much information as possible.
 - k) Process the request.
 - l) Print a hard copy of the request.
 - m) Select Y or N for additional copies of the request.
 - n) Return to the NIIN entry screen.
 - o) Post transaction to the document register.
 - p) Disposition instructions: IAW local SOP.
11. Prepare a request issue (file driver) IAW ULLS-S4 EM, paragraph 4.3.
- a. Select the Supply Menu from the S4 Main Menu screen.
 - b. Select the Request Processes Menu.
 - c. Select the Request for Issue (File Driver) option to generate want slips transactions.

- (1) Select the Hand Receipt Shortages option.
 - a) Enter the quantity for the item shown.
 - b) Select Y or N to order the item.
 - 1) Select N to go to the next shortage without generating the request.
 - 2) Select Y to generate the request and go to the next shortage.
 - c) Complete remaining shortages.
 - d) Return to the Request for Issue Options Menu when no more shortages exist.
 - (2) Request component list shortages.
 - a) Select the Component List Shortages option.
 - b) Enter the quantity for the item shown.
 - c) Select Y or N to order the item
 - 1) Select N to go to the next shortage without generating the request.
 - 2) Select Y to generate the request and go to the next shortage.
 - d) Complete remaining shortages.
 - e) Return to the Request for Issue Options menu when no more shortages exist.
12. Prepare a request for modification/document control register (DCR) update IAW ULLS-S4 EM, paragraph 4.6.
- a. Select the Supply Menu from the S4 Main Menu screen.
 - b. Select the Request Processes Menu.
 - c. Select Request for Mod/DCR Update option.
 - d. Enter the document number.
 - e. Select Y if the modification request is for a new or different subhand receipt holder.
 - f. Select N if the modification request is not for a new subhand receipt holder.
 - g. Enter a new priority if desired or accept the default priority.
 - h. Complete the Request for Modification Higher Level Supply Data screen, if required.
 - (1) Enter the RDD, if not already completed.
 - (2) Complete all other entries as needed.
 - i. Complete other modification requests, if required.
 - j. Return to the Request Processes Menu.
13. Prepare a request for follow-up IAW ULLS-S4 EM, paragraph 4.7.
- a. Select the Supply Menu from the S4 Main Menu screen.
 - b. Select the Request Processes Menu.
 - c. Select the Request for Follow-up Options Menu.
 - d. Select the Manual Follow-up option for individual document numbers.
 - (1) Enter the document number (the sign on DODAAC is filled in automatically).
 - (2) Verify that follow-up action was completed. (Message prompt will state, "Follow-up created," or "Document Number does not meet follow-up requirements," followed by an explanation why).
 - (3) Return to the Manual Follow-up screen.
 - (4) Complete any additional follow-up requests.
 - (5) Return to the Request for Follow-up Options Menu.
 - e. Select the Automated Follow-up option.

- (1) Review the results of the follow-up process at the bottom of the Follow-up Options Menu.
 - (2) Select Y or N to print the automated Follow-up Report.
 - (3) Select Y to print the automated Follow-up Report.
 - (4) Return to the Request Processes Menu.
- f. File reports IAW local SOP.
- g. Disposition instructions: IAW local SOP.
14. Prepare a request for issue (post-post) IAW ULLS S-4 EM, paragraph 4.4.
 - a. Select the Supply Menu from the S4 Main Menu screen.
 - b. Select the Request Processes Menu.
 - c. Select Post-Post Request option.
 - d. Enter the NIIN.
 - e. Use FEDLOG disk 3 if item is not on the system catalog.
 - f. Add a catalog record if item is not on the system catalog or FEDLOG
 - (1) NIIN.
 - (2) FSC/CAGE.
 - (3) NOMENCLATURE.
 - (4) UI.
 - (5) ARC.
 - (6) SCMC.
 - (7) U/PRICE.
 - g. Enter the SHRN.
 - h. Enter the component list number, if applicable.
 - i. Enter the quantity.
 - j. Enter the ordinal Julian date.
 - k. Enter the document number sequence.
 - l. Enter the priority.
 - m. Complete the Request for Issue (Higher Level Supply Data) screen, if required.
 - (1) Enter the RDD if not already completed.
 - (2) Complete all other entries as needed.
 - n. Process the request.
 - o. Post transactions to the appropriate document control register if the transaction is for manual posting.
 - p. Disposition instructions: IAW local SOP.
15. Produce want list reports IAW ULLS-S4 EM, paragraph 4.5.
 - a. Select the Supply Menu from the S4 Main Menu screen.
 - b. Select the Request Processes Menu.
 - c. Select the Want List Report Option Menu.
 - d. Select the desired want list report.
 - (1) SSSC listing contains the self-service supply center items that were requested through the request for issue process.

- (2) Class IX listing contains the repair part items that were requested through the request for issue process.
 - (3) Non-expendable listing contains the non-expendable items that were requested through the request for issue process.
 - (4) Listing of all records produces want list reports for the SSSC, Class IX, and non-expendable items requested through the request for issue process.
 - e. Select any key after the message prompt, "Records Will Be Deleted If They Are Printed."
 - f. Select console or printer at the Report Information screen.
 - (1) Select console in order to view the report on the monitor.
 - a) View the desired want list report.
 - b) Select <ENTER> to continue viewing the entire list report.
 - (2) Select printer to generate a hard copy of the want list and to delete the printed records.
 - a) Print the report.
 - b) Review the report.
 - g. Exit to the Request Processes Menu.
 - h. Disposition instructions: IAW local SOP.
16. Produce the commander's report IAW ULLS-S4 EM, paragraph 4.10.
- a. Select the Supply Menu from the S4 Main Menu screen.
 - b. Select the Request Processes Menu.
 - c. Select the Commander's Report option.
 - d. Acknowledge system prompt, "Current Report May Never Be Rerun If Routed to Printer."
 - e. Select the method of output from the Report Information screen.
 - (1) Console displays the commander's exception report and the commander's financial transaction listing on the monitor.
 - (2) Printer generates a hard copy of the commander's exception report and the commander's financial transaction listing and deletes the records.
 - f. Select the Console option.
 - (1) View the commander's exception report.
 - a) Document number.
 - b) Nomenclature.
 - c) Sub-HR number.
 - d) Qty.
 - e) UI.
 - f) Pri.
 - g) Extended price.
 - h) Fund code.
 - i) APC code.
 - j) Initials.
 - k) Press any key to view the commander's financial transaction listing.
 - (2) View the commander's financial transaction listing.

- a) Document number.
 - b) Nomenclature.
 - c) Sub-HR number.
 - d) Qty.
 - e) UI.
 - f) Pri.
 - g) Extended price.
 - h) Fund code.
 - i) APC.
 - g. Exit to the Request Processes Menu.
 - h. Printer option (if printer option was selected).
 - (1) Verify that the printer is online.
 - (2) Print the report.
 - i. Review written reports.
 - j. Exit to the Request Processes Menu.
 - k. Forward the written reports to the commander for review and authentication, as required.
17. Send request transactions to SOS IAW ULLS-S4 EM, paragraph 4-11.
- a. Select the Supply Menu from the S4 Main Menu screen.
 - b. Select the Request Processes Menu.
 - c. Select the Send Supply Transactions to SOS Menu.
 - d. Select Transactions for the Sign-On DODAAC, Current Transactions, option (#1), from the Send Supply Transactions to SOS Menu.
 - (1) Send transactions via floppy diskette.
 - a) Select Send Trans Via Floppy Diskette, option (#1).
 - b) Select the drive.
 - c) Verify that the printer is online when message prompt, "Ensure printer is online," is displayed, then press any key.
 - d) Select Y or N to the message prompt, "The Commander's Report Should Be Run Before Sending Transactions To Source of Supply. Do You Wish To Continue?"
 - 1) Selecting N returns you to the Send Transactions screen where you can then return to the Request Processes Menu to run the Commander's Reports.
 - 2) Selecting Y allows you to continue the process.
 - e) Label a diskette.
 - f) Insert the diskette into A drive.
 - g) Format the diskette.
 - h) Select the diskette volume label.
 - i) Select Y or N to format another diskette.
 - j) Process the transactions.
 - k) Review the Send Supply Transactions Report.
 - l) File the Send Supply Transactions Report in unit file.

- m) Forward the diskette to the SOS.
- (2) Send transactions via communications.
 - a) Select Send Trans Via Communications option.
 - b) Verify that the printer is on.
 - c) Process the transactions.
 - d) Review the Send Supply Transactions Report.
 - e) File the report in unit files.
- e. Select Transactions for the Sign-On DODAAC, Previous Transactions, option (#2), from the Send Supply Transactions to SOS Menu.
 - (1) Send transactions via floppy diskette.
 - a) Select the Send Trans Via Floppy Diskette, option (#1).
 - b) Select the appropriate drive.
 - c) Verify that the printer is online when message prompt, "Ensure printer is online," is displayed, then press any key.
 - d) Select Y or N to the message prompt, "The Commander's Report Should Be Run Before Sending Transactions To Source of Supply. Do You Wish To Continue?"
 - 1) Selecting N returns you to the Send Transactions screen where you can then return to the Request Processes Menu to run the Commander's Reports.
 - 2) Selecting Y allows you to continue the process.
 - e) Label a diskette
 - f) Insert diskette into A drive.
 - g) Format the diskette.
 - h) Select the diskette volume label.
 - i) Select Y or N to format another disk.
 - j) Process the transactions.
 - k) Review the Send Supply Transactions Report.
 - l) File the Send Supply Transactions Report in unit file.
 - m) Forward the diskette to the SOS.
 - (2) Send previous transactions via communications.
 - a) Select Previous Transactions, option (#2).
 - b) Select the Send Trans Via Communications, option (#2).
 - c) Verify that the printer is on.
 - d) Process the transactions.
 - e) Print the Send Supply Transactions Report.
 - f) File the Send Supply Transactions Report in unit files.
 - g) Return to the Send Supply Transactions screen.
- f. Select Send Current Transactions for All Units on File, option (#3).
 - (1) Send transactions via floppy diskette.
 - a) Select Send Current Trans Via Floppy Diskette.
 - b) Select the drive.

- c) Verify that the printer is online when message prompt, "Ensure printer is online," is displayed, then press any key.
 - d) Select Y or N to the message prompt, "The Commander's Report Should Be Run Before Sending Transactions To Source of Supply. Do You Wish To Continue?"
 - 1) Selecting N returns you to the Send Transactions screen where you can then return to the Request Processes Menu to run the Commander's Reports.
 - 2) Selecting Y allows you to continue the process.
 - e) Label a diskette.
 - f) Insert the diskette into A drive.
 - g) Format the diskette.
 - h) Select the diskette volume label.
 - i) Select Y or N to format another disk.
 - j) Process the transactions.
 - k) Print the Send Supply Transactions Report.
 - l) Continue performing the send transactions via floppy diskette process for all direct support units (DSU).
 - m) Review the Send Supply Transactions Report.
 - n) File the Send Supply Transactions Report in the unit files.
 - o) Forward the diskette to the SOS.
- (2) Send transactions via communications.
- a) Select the Send Trans Via Communications.
 - b) Verify that the printer is online.
 - c) Process the transactions.
 - d) Review the Send Supply Transactions Report.
 - e) File the Send Supply Transactions Report in the unit files.
- g. Select Send Transactions for All Units on File, Previous Transactions, option (#4).
- (1) Send transactions via floppy disk.
- a) Select Send Trans Via Floppy Diskette option.
 - b) Select the drive.
 - c) Verify that the printer is online when message prompt, "Ensure printer is online," is displayed, then press any key.
 - d) Select Y or N to the message prompt, "The Commander's Report Should Be Run Before Sending Transactions To Source of Supply. Do You Wish To Continue?"
 - 1) Selecting N returns you to the Send Transactions screen where you can then return to the Request Processes Menu to run the Commander's Reports
 - 2) Selecting Y allows you to continue the process.
 - e) Label a diskette.
 - f) Insert the diskette into A drive.
 - g) Format the diskette.

- h) Select the diskette volume label.
 - i) Select Y or N to format another disk.
 - j) Process the transactions.
 - k) Print the Send Supply Transactions Report.
 - l) Process transaction for all DSUs.
 - m) Review the Send Supply Transactions Report.
 - n) File the Send Supply Transactions Report in the unit file.
 - o) Forward the diskette to the SOS.
- (2) Send transactions via communications.
- a) Select Send Trans Via Communications.
 - b) Verify that the printer is online.
 - c) Process the transactions.
 - d) Review the Send Supply Transactions Report.
 - e) File the Send Supply Transactions Report in the unit files.
- (3) Select Send Transaction for All Units on File, Previous Transactions, option (#4).
- a) Send transactions via floppy disk.
 - b) Select Send Trans Via Floppy Diskette.
 - c) Select the drive.
 - d) Verify that the printer is online when the message prompt, "Ensure printer is online," is displayed, then press any key.
 - e) Select Y or N to the message prompt, "The Commander's Report Should Be Run Before Sending Transactions To Source of Supply. Do You Wish To Continue?"
 - 1) Selecting N returns you to the Send Transactions screen where you can then return to the Request Processes Menu to run the Commander's Reports.
 - 2) Selecting Y allows you to continue the process.
 - f) Label a diskette.
 - g) Insert the diskette into A drive.
 - h) Format the diskette.
 - i) Select the diskette volume label.
 - j) Select Y or N to format another disk.
 - k) Process the transactions.
 - l) Review the Send Supply Transactions Report.
 - m) Process transactions for each DSU, if necessary.
- (4) Send transactions via communications.
- a) Select Send Trans Via Communications.
 - b) Verify that the printer is online.
 - c) Process the transactions.
 - d) Review the Send Supply Transactions Report.
 - e) Return to the Send Supply Transactions screen.
 - f) Make disposition to the SSA.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Determine authorization documents required to request supplies IAW AR 71-32 and AR 710-2.	GO	NO-GO
2. Select correct request form or method IAW DA Pam 710-2-1 and the ULLS S-4 EM.	GO	NO-GO
3. Process DA Form 581 IAW DA Pam 710-2-1 and local SOP.	GO	NO-GO
4. Prepare DA Form 2765-1 as a request for issue IAW DA Pam 710-2-1.	GO	NO-GO
5. Prepare DA Form 3161 as a request for issue IAW DA Pam 710-2-1.	GO	NO-GO
6. Prepare DD Form 1348-6 as request for issue for a non-NSN item IAW DA Pam 710-2-1.	GO	NO-GO
7. Prepare DD Form 1348-6 as request for issue for an NSN item IAW DA Pam 710-2-1.	GO	NO-GO
8. Process request for follow-up IAW DA Pam 710-2-1.	GO	NO-GO
9. Process a modification request for a previously ordered item IAW DA Pam 710-2-1.	GO	NO-GO
10. Prepare a request for issue (menu driver) IAW ULLS-S4 EM.	GO	NO-GO
11. Prepare a request for issue (file driver) IAW ULLS-S4 EM.	GO	NO-GO
12. Prepare a request for modification/DCR update IAW ULLS-S4 EM.	GO	NO-GO
13. Prepare a request for follow-up IAW ULLS-S4 EM.	GO	NO-GO
14. Prepare a request for issue (post-post) IAW ULLS-S4 EM.	GO	NO-GO
15. Produce Want List Reports IAW ULLS-S4 EM.	GO	NO-GO
16. Produce the Commander's Reports IAW ULLS-S4 EM.	GO	NO-GO
17. Send request transactions to the SOS IAW ULLS-S4 EM.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 AR 71-32
 AR 710-2
 DA Pam 710-2-1
 FEDLOG
 Local SOP
 ULLS S4
 ULLS-S4 EM

101-92Y-1112
REQUEST CANCELLATION OF SUPPLIES

CONDITIONS

Assigned as a unit supply specialist in the unit supply room and given the requirement to cancel request for supplies. Given DA Form 2064, due-in status cards/listings, DA Form 3161, DA Pam 710-2-1, authorization documents, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 725-50, ULLS-S4, local SOP, and a computer loaded with a forms program.

STANDARDS

Request cancellation of previously submitted supply requests IAW the SOS, SOP, DA Pam 710-2-1, and ULLS-S4 End User Manual (EM).

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Identify open supply requests to be cancelled IAW DA Pam 710-2-1 and ULLS-S-4 EM.
 - a. Review all open requests on the document register.
 - b. Select the document numbers of requests to be cancelled.
2. Prepare Request for Cancellation IAW DA Pam 710-2-1, paragraph 2-25, and ULLS-S4 EM.
 - a. When supply status has been received:
 - (1) Use the latest AE-series status card.
 - (2) Enter "AC1" in block 1 (card columns 1-3).
 - (3) Enter the quantity to be cancelled in block 8.
 - (4) Circle these entries using colored pencil or ink.
 - b. When no supply status has been received:
 - (1) Remake the supply request from the document register and appropriate supply publication.
 - (2) Enter "AC1" in block 1 (card columns 1-3).
 - (3) Enter the quantity to be cancelled in block 8.
 - (4) Circle these entries using colored pencil or ink.
 - c. When using ULLS-S4, perform the following if a valid shipping status has not been received.
 - (1) Select the Supply menu.
 - (2) Select the Request Process menu.
 - (3) Select Request for Cancellation.
 - (4) Enter the Julian date.
 - (5) Enter the sequence number.
 - (6) Enter the quantity at quantity cancelled data field.
3. Record the Request for Cancellation in the document register IAW DA Pam 710-2-1 and ULLS S-4 EM.
 - a. Post manual document register.

- (1) If requesting cancellation of the entire quantity, enter "AC1" and the Julian date in pencil in column N of DA Form 2064.
 - (2) If requesting cancellation of a partial, enter "AC1," quantity, and Julian date in pencil in column N of DA Form 2064.
 - b. Perform a DCR inquiry to ensure that the cancellation request was posted to document register.
 - (1) From the S4 main menu, select Budget menu.
 - (2) Select Receipt/Status/DCR menu.
 - (3) Enter document number from DCR Inquiry option.
 - (4) View the record.
- 4. Submit the Request for Cancellation to the appropriate SOS IAW DA Pam 710-2-1 and ULLS-S4 EM.
 - a. Process manual Request for Cancellation by sending a hard copy to SOS.
 - b. Process automated cancellation request to ULLS-S4 Supply Transaction File by ULLS-S4.
 - (1) Send Supply Transaction File to SOS:
 - a) Select Supply menu.
 - b) Select Send to Source of Supply (SOS).
 - c) Select method of transmittal.
 - 1) Select Send Trans via Floppy Diskette.
 - 2) Select Send Trans via Communication.
 - (2) Review the Send Supply Transaction Report to ensure that all cancellations processed correctly.
 - (3) Dispose of Send Supply Transaction Report IAW local SOP.
- 5. Prepare a follow-up on a Request for Cancellation IAW DA Pam 710-2-1 and ULLS-S4 EM.
 - a. When status card is available:
 - (1) Use the available status card.
 - (2) Enter "AK1" in block 1 (card columns 1-3).
 - (3) Enter the quantity to be cancelled in block 8.
 - (4) Circle these entries using colored pencil or ink.
 - b. When status card is not available:
 - (1) Remake the Supply Request from the document register and appropriate supply publication.
 - (2) Enter "AK1" in block 1 (card columns 1-3).
 - (3) Enter the quantity to be cancelled in block 8.
 - (4) Circle these entries using colored pencil or ink.
 - c. Record the follow-up in the DA Form 2064.
 - (1) Erase "AC1," quantity, and Julian date in column N.
 - (2) Enter "AK1," quantity, and Julian date the action was started in column N.
 - d. Forward the follow-up to the appropriate SOS.
 - e. When using ULLS-S4, perform the following:
 - (1) Select the Supply menu.

- (2) Select the Request Processes menu.
 - (3) Select Request for Cancellation.
 - (4) Enter the Julian date/sequence number.
 - (5) Enter the quantity to be cancelled.
 - (6) Verify status:
 - a) Manual status received from SOS will be posted by manual input to the system.
 - b) Automated status will be posted through disk download of telecommunications.
6. Post Request for Cancellation to the document register IAW DA Pam 710-2-1 and ULLS S-4 EM.

NOTE: A Request for Cancellation is not complete until verification is received from the SOS as an updated supply status DIC AE1 card/listing with a BQ status code. When verification is received, perform the following actions:

- a. When entire quantity requested is cancelled:
 - (1) Record the data on the document register.
 - (a) Enter "BQ" and the Julian date of the cancellation verification in column M.
 - (b) Erase any previous entry in column L.
 - (c) Erase "AC1" and Julian date in column N.
 - (2) For expendable and durable items: Remove all status cards/listings and other documents for the item from the due-in status file and destroy them.
 - (3) If the cancellation verification applies to the nonexpendable document register, file it in the Supporting Documents File. Otherwise, destroy it.
- b. When part of a quantity requested is cancelled:
 - (1) Record the document on the document register.
 - a) Erase the "AC1," quantity, and Julian date in column N.
 - b) Enter "BQ," quantity cancelled, and the Julian date of cancellation verification in column N.
 - c) Erase the previous entry in column L, as appropriate.
 - d) Record the entry in column J, in ink, if action is completed.
 - e) Change the due-in quantity in column K.
 - (2) If the cancellation verification applies to the nonexpendable document register, file it in the Supporting Documents File. Otherwise, destroy it.
- c. Post manual supply transaction from SOS:
 - (1) Manual status received from SOS will be posted by manual input to the system.
 - (2) Disk status will post to DCR when downloaded.
 - (3) Telecommunication status is posted to the DCR when the option is selected.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

1. Identify open supply requests to be cancelled.	GO	NO-GO
2. Prepare Request for Cancellation.	GO	NO-GO
3. Record the Cancellation Request in document register.	GO	NO-GO
4. Submit the Cancellation Request to the appropriate SOS.	GO	NO-GO
5. Follow up on a Request for Cancellation.	GO	NO-GO
6. Post cancellation to document register.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
AR 725-50
DA Pam 710-2-1
Local SOP
SOS
ULLS-S4
ULLS-S4 EM

101-92Y-1113
RECEIVE SUPPLIES AND EQUIPMENT

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment, and requests for supplies and equipment have been filled. Given receipt documents, DA Form 2064, a local forms program, ammunition, local SOP, ULLS-S4, DA Pam 710-2-1, AR 710-2, and AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>).

STANDARDS

Receive supplies and equipment without losing accountability IAW DA Pam 710-2-1, AR 710-2, AR 25-400-2, ULLS-S4 End User Manual (EM), and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Receive supplies and equipment from the SOS IAW AR 710-2, DA Pam 710-2-1, and AR 25-400-2.
 - a. Present valid identification to the SOS.
 - b. Verify quantity and compare it to the receipt document.
 - (1) Document discrepancies and report them to the SOS within three days of receipt.
 - (2) Verify that the serial number, lot number, and registration number are entered on the receipt document.
 - (3) Inventory components using the appropriate publication.
 - c. When receiving supplies and equipment using DD Form 1348-1A or DD Form 1348-2.
 - d. When receiving supplies and equipment using DA Form 2765-1:
 - (1) Enter the quantity received in block S.
 - (2) Enter the Julian date, signature, and rank in block V.
 - (3) Document discrepancies and report them to the SOS within three days of receipt.
 - e. When receiving supplies and equipment using DA Form 3161:
 - (1) Enter the quantity in the supply action column.
 - (2) Sign and print name, rank, and enter the date in block 15.
 - (3) Document discrepancies and report them to the SOS within three days of receipt.
 - f. When receiving supplies directly from a contractor or vendor, do the following:
 - (1) If accompanied by a prepared commercial invoice, DD Form 250, or DD Form 1155, process as follows:
 - a) Sign and print your name and enter the date in block 22 of DD Form 250.
 - b) Sign and print your name and enter the date in block 26 of DD Form 1155.
 - (2) If not accompanied by any documentation, prepare four copies of a DD Form 250 as follows:
 - a) Block 7: Page of pages.
 - b) Block 11: "Shipped from" address.

- c) Block 13: "Shipped to" address.
 - d) Block 15: Item number.
 - e) Block 16: Description and document number for each item.
 - f) Block 17: Quantity shipped/received.
 - g) Block 18: Unit of issue.
 - h) Block 22: Date and signature.
- g. File one copy of DD Form 250 in the unit supply files.
 - h. Post the receipt document to the appropriate property book if within three working days of receipt.
 - i. File the receipt document in the supporting document files if appropriate.
 - j. Forward a copy of the receipt document to the SOS within three working days of receiving supplies.
2. Receive Class V ammunition from the ASP IAW DA Pam 710-2-1 and AR 25-400-2.
- a. Verify that the vehicle used to pick up ammunition will pass a stringent safety inspection IAW the ASP's SOP.
 - b. Verify that the vehicle driver is briefed and has DD Form 836 and DD Form 626.
 - c. Verify that commander authorizes only staff sergeants and above to receipt for Category I and II ammunition.
 - d. Report to the ASP customer service clerk and request inspection of the vehicles that will be used to transport ammunition.
 - e. Follow the ASP escort to the ammunition storage area.
 - f. Inventory the ammunition.
 - g. Verify lot numbers and quantities.
 - h. Load, block, and brace the ammunition on the transport vehicle.
 - i. Verify that the commander's representative signs block 31a ("received by") of DA Form 581.
 - j. Post the issue to the unit document register by completing the "date" and "quantity received" blocks on DA Form 2064.
3. Process receipt documents IAW DA Pam 710-2-1 and AR 25-400-2.
- a. Post the receipt document to the document register by entering the following:
 - (1) Column j: Enter quantity received (enter partial quantities in pencil).
 - (2) Column m: Enter the Julian date (in pencil) that the action was completed.
 - (3) Column k: Enter the quantity due in.
 - b. File the receipt document in the supporting document file, FN: 710-2a.
4. Process receipts using ULLS-S4 IAW AISM-25-L3S-AWE-ZZZ-EM, paragraph 4.13.
- a. Select the Supply menu from the main menu.
 - b. Select Receipt/Status/DCR from the Supply menu.
 - c. Select Receipt from the Receipt/Status/DCR menu.
 - d. Post receipt documents using one of the following methods:
 - (1) Quantity received equals quantity due in.
 - a) Enter the document number.
 - b) Enter the quantity received.

- c) Enter the location.
 - d) Press any key to close the record.
 - e) Press any key to continue.
 - f) Change documents are generated for durable items.
 - g) Press any key to close the document.
 - h) Press <ENTER> to return to the Receipt Process Screen.
- (2) Quantity received is less than the quantity due in.
- a) Select no.
 - b) Enter partial receipt quantity.
 - c) Press any key to close the document.
 - d) Press any key.
 - e) Change documents are generated for durable items.
 - f) Press <ENTER> to return to the Receipt Process Screen.
- (3) Quantity received is greater than quantity due in.
- a) Select yes or no.
 - b) Enter the quantity if no was selected.
 - c) Press <ENTER> to return to the Receipt Process Screen.
- e. Dispose of receipt documents for expendable and durable items IAW local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

1. Receive supplies and equipment from the SOS.	GO	NO-GO
2. Receive Class V ammunition from the ASP.	GO	NO-GO
3. Process receipt documents.	GO	NO-GO
4. Process receipts using ULLS-S4.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AISM-25-L3S-AWE-ZZZ-EM
 AR 25-400-2
 AR 710-2
 DA Pam 710-2-1
 Local SOP
 ULLS-S4
 ULLS-S4 EM

101-92Y-1114
ISSUE SUPPLIES AND EQUIPMENT

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to issue supplies and equipment. Given supplies/equipment for issue, DA Form 1687, DA Form 3161, AR 710-2, DA Pam 710-2-1, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), ULLS-S4, local SOP, a local forms program, and a computer.

STANDARDS

Issue supplies and equipment using change documents (manual or automated) while maintaining 100 percent property accountability IAW AR 710-2, DA Pam 710-2-1, and the ULLS-S4 End User Manual (EM). File change documents IAW AR 25-400-2.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Prepare a DA Form 3161 to issue supplies and equipment.
 - a. DA Form 3161 when used as a change document.
 - (1) DA Form 3161 is used for issue and turn-in transactions between the PBO and the hand receipt holder.
 - (2) The form is also used for issue and turn-in transactions between the hand receipt holder and the subhand receipt holder.
 - (3) DA Form 3161, as a change document, should be prepared in two copies. The original is kept by the person who issues or turns in the item.
 - b. Prepare DA Form 3161.
 - (1) Place an "X" in the "Issue" block.
 - (2) Place a "1" in the "Sheet No" block. Number sheets consecutively.
 - (3) Place a "1" in the "No Sheets" block. (Total number of sheets.)
 - (4) Block 1: Enter "Change Document."
 - (5) Block 2: Leave blank.
 - (6) Block 3: Enter the name and the UIC (if applicable) of the organization, unit, section, and squad receiving the issue.

NOTE: Blocks 4 through 7 and 10 through 11: leave blank.

- (7) Block 8: Enter the name and the UIC (if applicable) of the organization, unit, section, and squad making the issue.
- (8) Block 12a: Write or type "1" (number multiple items sequentially).
- (9) Block 12b: Write or type stock number and LIN if available for each item issued.
- (10) Block 12c: Write or type item description.
 - a) Enter the make or model if the item has one.
 - b) Enter the serial numbers when recorded on the property book or subhand receipt.
 - c) Enter the Controlled Inventory Item Code (CIIC) of the item.

- d) Enter the Condition Code.
- e) Enter "Nothing Follows" below the last item listed on the form.
- (11) Block 12d: Write or type EA, RO, or SE in the "Unit of Issue" block.
- (12) Block 12e: Write or type in the quantity to be issued.
- (13) Block 12f: Write or type "I," the proper code for issue. (Codes are located on the form.)
- c. Have the soldier print a copy of the DA Form 3161 so the issue can be completed later in the block of instruction.
- d. Process issue of supplies and equipment using ULLS-S4.
- e. The process (logic) for issuing supplies and equipment is the same in ULLS-S4 and the manual process you just completed using DA Form 3161. When the user accesses the ULLS-S4 system, they select from a menu of various processes/sub-processes. When an issue is placed, the operator simply selects the correct process and either keys in or highlights the appropriate information concerning the item to be issued. The system will produce an automated issue document that is equivalent to the manual DA Form 3161.
- 2. Issue Supplies and Equipment.
 - a. Conduct inventory of equipment being issued using the current publications.
 - b. Verify equipment authorization (MTOE, TDA, and hand receipt).
 - c. Validate shortages (component hand receipts, annexes, and hand receipt).
 - d. Notify subhand receipt holders to pick up supplies and equipment.
 - e. Verify that the person signing for supplies is properly authorized to receive supplies. (DA Form 1687, DA Form 5977, etc.)
 - f. Complete the issue of equipment.
 - (1) Block 12g: The person receiving the issue writes or types the quantity received in the supply action block.
 - (2) Block 13: Write or type the date and your name, and sign above your name. Print your name and rank.
 - (3) Block 15: The person receiving the supplies prints their name, rank, date, and signs the form.
 - g. Give the subhand receipt holder the second copy of the DA Form 3161.
- 3. File documents in the correct unit supply files.
 - a. File the original copy of DA Form 3161 in the appropriate hand receipt files as follows:
 - (1) Have soldiers use AR 25-400-2 to determine the appropriate file number. (File the DA Form 3161 with the appropriate hand receipt, FN: 710-2c.)
 - (2) Dispose of the change document IAW local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Prepare a DA Form 3161 to issue supplies and equipment.	GO	NO-GO
2. Issue supplies and equipment.	GO	NO-GO
3. File documents in the correct unit supply files.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
AR 710-2
DA Pam 710-2-1
Local SOP
ULLS-S4 EM

101-92Y-1116
MAINTAIN DUE-IN STATUS FILE FOR REQUESTED ITEMS

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to maintain the due-in status file for requested items. Given due-in status cards or listing file, DA Form 2064, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), DA Pam 710-2-1, ULLS-S4, and the unit's local SOP.

STANDARDS

Maintain a due-in status file for each document register without losing any status cards or automated listings IAW AR 25-400-2, DA Pam 710-2-1, and ULLS-S4 End User Manual (EM).

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Receive supply status from the source of supply (SOS) for each document register.
 - a. Receive manual shipment status listing or cards from the SOS.
 - b. Receive manual exception status listing or cards from SOS.
 - c. Receive shipment and exception status on a disk from the SOS for ULLS-S4.
2. Process the Supply Status IAW DA Pam 710-2-1, table 2-4, and ULLS-S4 EM, paragraph 4-14.
 - a. Process manual supply status data.
 - (1) Post the shipment status (AS_ or AU_) to DA Form 2064.
 - a) Enter shipment status to DA Form 2064.
 - b) Enter the quantity due in and Document Identifier Code (DIC) and estimated shipping date in column I.
 - (2) Post the exception status (AE1) to the document register for supply actions.
 - a) Enter exception status to DA Form 2064.
 - b) Enter the quantity due in and the estimated delivery date code in column I.
 - (3) Place status cards in due-in status file in front of all other cards for that request.
 - (4) File the automated status listing by date prepared.
 - b. Process automated supply status on ULLS-S4.
 - (1) Select the Supply menu from the S4 main menu.
 - (2) Select the Receipt/Status/DCR menu.
 - (3) Select the Manual Status option.
 - a) Select the Supply Status option.
 - 1) Enter the document number to be updated and process the record.
 - 2) Enter the DIC (AE1) in status field.
 - 3) Enter the valid status code.
 - 4) Enter the status date, the current date, or an earlier date within the last year.

- 5) Update the DCR with date of the transaction and estimated release date.
 - a. Review Backorder Status.
 - b. Review Cancellation/Rejection status codes.
- 6) Review the Status Process Report showing the updated status.
- b) Select the Shipment Status option.
 - 1) Enter the document number to be updated and process the record.
 - 2) Enter the DIC (AS1) of Shipment Status.
 - 3) Enter the valid shipment status code and process the record.
 - a. Enter the date shipped ordinal date.
 - b. Enter the quantity shipped.
 - c. Enter the Transportation Control Number or Government Bill of Lading (TCN/GBL).
 - d. Enter the suffix code.
 - e. Enter mode of shipment.
 - f. Enter the date available for pickup.
 - g. Enter the requested data to update shipment status and process the record.
- (4) Select the Automated Status option.
 - a) Select the Automated Status Process by disk from the Receipt/Status/DCR menu.
 - b) Select the Receive Status Via Diskette option.
 - c) Select the diskette drive.
 - d) Process the status received from the DSU onto the ULLS-S4 system.
 - 1) Review status process report, which is printed by the system.
- (5) Select the Receive Status Via Telecommunications option.
 - a) Process the status using ULLS-S4.
 - b) Review status process report, which is printed by the system.

NOTE: See Section 9 of the ULLS-S4 EM for information on updating Hardware and Unit Descriptive Parameter Files and use of MODEM.

3. File status cards or listings IAW DA Pam 710-2-1, paragraph 2-23.
 - a. Prepare the Due-in Status File.
 - (1) File the status cards.
 - (2) File the customer automated listing.
 - (3) File the status cards or listings IAW unit's local SOP.
4. Destroy status cards or listings IAW DA Pam 710-2-1, paragraph 2-25c.
 - a. Destroy status cards or listings for expendable and durable items when total quantity due in is received, cancelled, or rejected.
 - b. File cancellation or rejection status cards or listings for requests from the nonexpendable document register in the supporting document file, FN: 710-2a.
 - (1) Write "cancelled" on the cancelled card.
 - (2) Enter the Julian date.
 - (3) Enter initials of the individual doing the posting.
 - (4) File the cancelled card.

5. Process a Document Control Register (DCR) Inquiry IAW ULLS-S4 EM, paragraph 4-16.
 - a. Select Supply menu from the S4 main menu.
 - b. Select Receipt/Status/DCR menu.
 - c. Select Document Control Register Inquiry option.
 - (1) Enter desired document number.
 - (2) View supply status and/or shipment status.
 - (3) Enter Next (N), Previous (P) record, or Exit (E).
 - (4) Select "E" to exit Document Number Inquiry.
 - (5) Enter yes (Y) or no (N) to print the report.
 - d. Select NIIN (National Item Identification Number) Inquiry option.
 - (1) Enter desired NIIN.
 - (2) View NIIN entries on DCR.
 - (3) Enter Next (N), Previous (P) record, or Exit (E).
 - (4) Select "E" to exit NIIN Inquiry.
 - (5) Enter Y or N to print the report.
 - e. Select Subhand Receipt Number Inquiry option.
 - (1) Enter subhand receipt number.
 - (2) View subhand receipt entries on DCR.
 - (3) Enter Next (N), Previous (P) record, or Exit (E).
 - (4) Select "E" to exit Subhand Receipt Number Inquiry.
 - (5) Enter yes Y or N to print the report.
 - f. Select High Priority Inquiry option.
 - (1) Select All High Priority Request (01 - 08) option.
 - (2) View All High Priority Request on DCR.
 - (3) Enter Next (N), Previous (P) record, or Exit (E).
 - (4) Select "E" to exit All High Priority Request option.
 - (5) Enter Y or N to print the report.
 - g. Select Limited High Priority Request (01 - 03) option.
 - (1) View Limited High Priority Request on DCR.
 - (2) Enter Next (N), Previous (P) record, or Exit (E).
 - (3) Select "E" to exit Limited High Priority Request option.
 - (4) Enter Y or N to print the report.
 - h. Select Range of Document Numbers option.
 - (1) Enter the beginning and ending document numbers.
 - (2) View DCR information.
 - (3) Enter Next (N), Previous (P) record, or Exit (E).
 - (4) Select "E" to exit Range of Document Numbers option.
 - (5) Enter Y or N to print the report.
 - i. Select All Open Records option.
 - (1) View All Open Records on DCR.
 - (2) Enter Next (N), Previous (P) record, or Exit (E).

- (3) Select "E" to exit All Open Records option.
- (4) Enter Y or N to print the report.
- j. Select All Records option.
 - (1) View All Records on DCR.
 - (2) Enter Next (N), Previous (P) record, or Exit (E).
 - (3) Select "E" to exit All Records on DCR option.
 - (4) Enter Y or N to print the report.
- k. Select Print or Purge Inactive DCR option.
 - (1) Print all Inactive Document Control Register records and purge the closed DCR records.
 - (2) Return to the DCR Inquiry menu.
- l. Select Status History option.
 - (1) Enter desired document number.
 - (2) Enter Y or N to display another record.
 - (3) Select "E" to exit Status History option.
 - (4) Enter Y or N to print the report.
- m. Select Supply Class option.
 - (1) Enter the desired class of supply code (0 through 9).
 - (2) Enter Y or N to display another record.
 - (3) Select "E" to exit Supply Class option.
 - (4) Enter Y or N to print the report.
- n. Select ARC (Account Requirement Code) option.
 - (1) Select desired ARC.
 - (2) Enter Y or N to display another record.
 - (3) Select "E" to exit ARC.
 - (4) Enter Y or N to print the report.
- o. Select "E" to exit DCR inquiry process and return to Receipt/Status/DCR Menu.
- p. Make proper disposition of reports and listings IAW unit's local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Receive supply status from the source of supply.	GO	NO-GO
2. Process supply status.	GO	NO-GO
3. File the status cards or listings.	GO	NO-GO
4. Destroy status cards and listings.	GO	NO-GO
5. Process Document Control Register (DCR) Inquiry.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
DA Pam 710-2-1
Local SOP
ULLS-S4 EM

101-92Y-1117
TURN IN SUPPLIES AND EQUIPMENT

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to turn in supplies, equipment, and ammunition. Given AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), DA Pam 710-2-1, property records, blank turn-in forms, DA Form 2064, authorization documents, a computer with a local forms program, ULLS-S4, and supplies and equipment for turn-in.

STANDARDS

Turn in excess or unserviceable supplies and equipment without losing supply accountability IAW DA Pam 710-2-1, ULLS-S4 End User Manual (EM), and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Identify items for turn-in.
 - a. Identify nonexpendable items considered excess, which must be turned in IAW DA Pam 710-2-1 when they are:
 - (1) Excess to authorized allowances.
 - (2) Not needed and the authorization is not mandatory.
 - (3) Unserviceable or uneconomically repairable.
 - (4) Found on installation.
 - b. Print Disposition List for Nonexpendables using ULLS-S4, IAW ULLS-S4 EM, paragraph 4.9.3.
 - (1) Select Print Disposition List for Nonexpendables from the Request for Turn-in menu.
 - (2) Print Disposition Reports for Nonexpendable (ARC=N) Components.
 - (3) Review the report.
 - (4) File IAW the local SOP.
 - c. Identify the appropriate turn-in document (DA Form 2407, DA Form 2062, etc.).
2. Prepare turn-in documents.
 - a. Prepare DA Form 581 IAW DA Pam 710-2-1 as follows:
 - (1) Block 1: Leave blank.
 - (2) Block 2: Enter an "X."
 - (3) Block 3: Enter the document number from the document register.
 - (4) Block 4: Enter any information IAW local policy.
 - (5) Block 5: Enter the total number of DA Forms 581 and DA Forms 581-1 with this document number.
 - (6) Block 6: Leave blank.
 - (7) Block 7. Enter the name and address of the supporting ASP.
 - (8) Block 8: Enter name, address, and UIC of using unit.

- (9) Block 9: Enter appointment date and time at ASP.
- (10) Block 10: Leave blank.
- (11) Block 11: Leave blank.
- (12) Block 12: Enter the using unit's DODAAC.
- (13) Block 13a: Enter name of authorized requester as indicated by using unit's DA Form 1687.
- (14) Block 13b: Enter the Julian date request prepared.
- (15) Block 13c: Enter signature of authorized requester as indicated by using unit's DA Form 1687.
- (16) Block 14a: Enter the name of the authorized approving authority.
- (17) Block 14b: Enter Julian date the request is approved.
- (18) Block 14c: Enter signature of authorized approving authority.
- (19) Block 15: Enter item number sequence.
- (20) Block 16: Enter Department of Defense Identification Code (DODIC).
- (21) Block 17: Enter National Stock Number.
- (22) Block 18: Enter nomenclature. Enter the words "Last Item" after the last entry.
- (23) Block 19: Enter unit of issue.
- (24) Block 20: Enter quantity being turned in.
- (25) Block 21: Enter Training Event Code IAW DA Pam 710-2-1.
- (26) Block 22: Enter one of the following codes IAW DA Pam 710-2-1.
 - a) NIS-Issue for training or combat.
 - b) TAR-Training Assets Return.
 - c) TIR-Turn-in Residue.
 - d) IBL-Initial Issue Basic Load.
 - e) BLR-Basic Load Receipts.
 - f) RBL-Rotate Basic Load.
 - g) NTI-Normal Turn-in Combat.
- (27) Blocks 23-27: Leave blank.
- (28) Block 28: Enter the following statements as applicable.
 - a) "The above items drawn on document number XXXXXXXXX were not expended. All other items drawn on that document number were properly expended." (Training only.)
 - b) "Residue turn-in is under document number XXXXXXXXX." (Training only.)
 - c) "Contents have been inspected. Contents do not contain any live rounds, unfired primers, explosives, or other dangerous materials."
Signed _____ (The individual who makes the inspection signs the statement. Required entry.)
 - d) "The vehicle listed below passed the safety inspection required by DA Pam 710-2-1." (Optional entry.)
 - e) Enter this statement and attach completed DA Form 5811-R when there is a shortage between the quantity of unexpended ammunition issued and ammunition returned to the ASP: "As a result of shortages, DA Form 5811-R is attached." (Training only.)

- (29) Block 29: List all supporting DA Forms 581 and 581-1.
- (30) Blocks 30-31: Leave blank.
- (31) Block 32: Leave blank.
- b. Prepare DA Form 2765-1 IAW DA Pam 710-2-1 as follows:
 - (1) Columns 1-3: Enter A5J. (For scrap only.)
 - (2) Column 4-6: Enter the National Stock Number of the item being turned in.
 - (3) Column 7: Enter the unit of issue.
 - (4) Column 8: Enter the quantity being turned in. Use all five positions. Enter zeros to the left of the quantity.
 - (5) Column 11: Enter the Julian date.
 - (6) Column 12: Enter the document serial number.
 - (7) Columns 45-50: Enter the DODAAC of Defense Reutilization and Marketing Office (DRMO). (For scrap only.)
 - (8) Column 71: Enter "S." (For scrap only.)
 - (9) Block A: Enter the name and address of SOS.
 - (10) Block B: Enter the unit name and address of the unit turning in the supplies.
 - (11) Block O: Enter one or two words that describe the item being turned in.
 - a) Include the item serial number if known.
 - b) If there is not enough room, continue on the reverse.
 - c) For non-catalogued, non-standard commercial items, enter complete item description and item application.
 - d) Include any other identifying data that may be available.
 - e) For scrap, enter "SCRAP" and identify the materiel content.
 - (12) Block P: Enter the following:
 - a) The reason for turn-in: "EXCESS" or "REPLACEMENT."
 - b) The condition of the item: "SERVICEABLE" or "UNSERVICEABLE."
 - c) If "UNSERVICEABLE," the reason for turn-in: "FWT" or AR 735-5.
 - (13) Column 8: Enter the estimated weight.
 - (14) Columns 9-10: Enter the DODAAC unit document number.
 - (15) Columns 11-12: Enter the Julian date and document serial number.
- 3. Assign a document number to the turn-in document.
 - a. Assign a document number IAW DA Pam 710-2-1, figure 2-6, as follows:
 - (1) Assign a document number to DA Form 581 for turn-in of excess ammunition or residue.
 - (2) Assign a document number to DA Form 2765-1 for turn-in of items from the document register.
- 4. Process Requests for Turn-in using ULLS-S4.
 - a. Process a Request for Turn-in by National Item Identification Number (NIIN) as follows:
 - (1) Select Supply menu.
 - (2) Select Request for Turn-in menu.
 - (3) Select Turn-in by NIIN.

- (4) Enter the following in the appropriate data entry fields:
 - a) Quantity of the item to be turned in.
 - b) Condition Code used to describe the physical condition of the item being turned in.
 - c) Return Advice Code used to identify the category of the turn-in.
 - d) Fund Code used to identify the type of funds allocated for purchase of the items being turned in (optional).
- (5) Enter one of the following reasons for the turn-in:
 - a) Condition Code A (Serviceable).
 - b) Condition Code F or H (Unserviceable).
 - c) Excess, Found.
 - d) AR 735-5, FWT, and Scrap.
- (6) Obtain the Document Number from the PBO if an Accounting Requirement Code (ARC) other than X or D is prompted by the system.
- (7) Process a Request for Turn-in.
 - a) Answer Y or N to print additional copies.
- (8) Review the turn-in document.
- (9) Dispose of turn-in documents IAW local SOP.
- b. Process a Request for Turn-in for excess components as follows:
 - (1) Select Supply menu from the ULLS-S4 main menu.
 - (2) Select Request menu from the Supply menu.
 - (3) Select Request for Turn-in menu.
 - (4) Select Automated Turn-in for Components option.
 - (5) Select a record from the property book office screen.
 - (6) Select an option.
 - (7) Enter a new quantity to be turned in or accept the default quantity shown on the screen.
 - (8) Enter the following in the appropriate data entry fields:
 - a) The Condition Code used to describe the physical condition of the item.
 - b) The Return Advice Code used to identify the category of the turn-in.
 - c) The Fund Code used to identify the type of funds used to purchase the item (optional).
 - d) Enter the reason for turn-in.
 - (9) Process the record.
 - (10) Review the turn-in document.
 - (11) Select Y or N to print another copy of the document.
 - (12) Process additional records as required.
 - (13) Dispose of the turn-in document IAW local SOP.
- c. Print the Disposition List for Nonexpendables as follows:
 - (1) Select Supply menu.
 - (2) Select Request for Turn-in menu.
 - (3) Select Print Disposition List.

- d. Review the report.
- e. Dispose of the report IAW the local SOP.
- 5. Turn in supplies and equipment IAW DA Pam 710-2-1.
 - a. Turn in supplies and equipment to SOS.
 - (1) Verify that the appropriate documents accompany the turn-in.
 - a) Prepare a component shortage list if there are any shortages using DA Form 2062.
 - b) Obtain the signature of the commander or the PBO.
 - c) Send two copies along with the turn-in.
 - d) Keep one copy in the unit's suspense file.
 - e) Destroy the suspense copy IAW local SOP.
 - (2) Prepare the items to be turned in as follows:
 - a) Clean the item.
 - b) Update all accompanying maintenance records.
 - c) Package and preserve the item(s) only to the extent needed to protect them during movement to the SOS.
 - (3) Deliver the item(s) to the turn-in point.
 - a) Verify that the SOS clerk enters the quantity received in block S of DA Form 2765-1.
 - b) Verify that the SOS clerk enters the Julian date received and signs block V.
 - (4) Record the turn-in document to the document register to show that the turn-in action is complete.
 - a) Enter the Julian date in column M (date completed) of the document register to indicate the action is complete.
 - b. Turn in ammunition to the SOS.
 - (1) Inspect the transport vehicle prior to departing for the Ammunition Supply Point (ASP).
 - a) Obtain a safety inspection IAW the local SOP.
 - b) Verify that the vehicle driver receives a safety briefing.
 - c) Ensure that the commander's designated representative is an E-6 or above.
 - d) Verify that there are enough personnel to complete the task.
 - e) Verify that the combined quantities of live ammunition and residue being turned in balance with the quantities of ammunition initially issued by the ASP.
 - (2) Request the ASP personnel to inspect the unit vehicle.
 - a) Verify that the stock control clerk at the ASP enters the quantity turned in in block 20 of DA Form 581.
 - b) Verify that the stock control clerk signs and dates block 31a of DA Form 581.
 - (3) Record the document number to the expendable document register.
 - a) Enter the Julian date in the "date completed" column of the document register to indicate that the action is complete.

6. Dispose of turn-in documents.
 - a. File completed turn-in documents in the Unit Supply Files IAW AR 25-400-2 and local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Identify items for turn-in.	GO	NO-GO
2. Prepare turn-in documents.	GO	NO-GO
3. Assign a document number to the turn-in document.	GO	NO-GO
4. Process Requests for Turn-In using ULLS-S4.	GO	NO-GO
5. Turn in supplies and equipment.	GO	NO-GO
6. Dispose of turn-in documents.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 DA Pam 710-2-1
 Local SOP
 ULLS-S4 EM

101-92Y-1118
TRANSFER SUPPLIES AND EQUIPMENT

CONDITIONS

Assigned as a unit supply specialist in the unit supply room and given the requirement to transfer supplies and equipment. Given the property records, DA Form 3161, DA Form 2064, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), DA Pam 710-2-1, AR 710-2, DA Pam 738-750, the unit's local SOP, supplies and equipment to be transferred, and ULLS-S4.

STANDARDS

Lateral transfer of supplies and equipment without losing supply accountability IAW DA Pam 710-2-1.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Perform inventory of supplies or equipment IAW DA Pam 710-2-1, supply catalogs, and technical manuals.
 - a. Verify that end item is the correct item to be transferred by checking property records.
 - b. Check to see if components for the end item are on hand.
 - c. Verify that basic issue items (BII) are on hand.
 - d. Prepare a shortage annex for all shortages.
2. Determine the condition of supplies and equipment to be transferred.
 - a. When condition of item is known to be serviceable, proceed with transfer. If condition is unknown, complete DA Form 2404.
 - b. Prepare DA Form 2407 for items requiring condition coding.

NOTE: The direct support unit (DSU) may require other forms. Review the DSU external SOP to determine if other forms are required. Not all supplies and equipment need to have a condition code for transfer, i.e., organizational clothing and equipment (OCIE).

- c. Equipment being transferred must meet 10/20 maintenance standards. Equipment that is depot packed does not need to be inspected by the DSU.
- d. When the item(s) requires condition coding, submit the item(s) to the DSU with a DA Form 2407 requesting a condition code for transfer. If the DSU determines the item to be unserviceable, another DA Form 2407 is prepared requesting that the item be repaired.
- e. Prepare DA Form 2407 as follows:
- f. Block 1a - Enter the unit identification code (UIC) of the customer that owns the equipment.
 - (1) Block 1b: Enter the name of the unit identified by the UIC in block 1a.
 - (2) Block 1c: Enter the phone number of the unit identified by the UIC in block 1a.
 - (3) Block 2a: Enter, if in-transit, the UIC for standard army maintenance system (SAMS-1/SAMS-2) or SAMS-1/TDA unit.
 - (4) Block 2b: Enter the utilization code.

NOTE: If you do not know your unit's utilization code, see DA Pam 738-750, appendix B, table B-6.

- (5) Block 2c: Enter "YES" or "Y" if the item is reported under AR 700-138. This also applies to components and subsystems of an end item/system that is reportable. If not, leave this block blank.
- (6) Section II: Leave as is; to be completed by support maintenance. DSU/GSU/AVIM/DEPOT.
- (7) Block 5: Enter the type of maintenance request code.

NOTE: If you do not know the maintenance request code, see DA Pam 738-750, appendix B, table B-20. ("C" is normally the code for maintenance request for turn-in of property. Check with your maintenance activity when the code you're looking for is not listed.)

- (8) Block 6: Enter the identification code (ID) shown below that identifies the type of number you will enter in block 7.
 - a) A-National/NATO stock number.
 - b) C-Manufacturer's code and reference number (CAGE number).
 - c) D-Management control number (MCN).
 - d) P-Other numbers. Stock number.
- (9) Block 7: Enter the stock number identified in block 6.
- (10) Block 8: Enter the model number of the item.
- (11) Block 9: Enter the noun nomenclature.
- (12) Block 10a: Enter organization work order number or organization document number. For assignment of organization work order number (ORGWON), see DA Pam 738-750.
- (13) Block 10b: Enter the end item code (EIC). See the FEDLOG.
- (14) Block 11:
 - (a) Enter the serial number of the item or registration number of non-tactical wheeled vehicles in block 9.
 - (b) Enter the lot number for ammunition.
 - (c) Leave blank if the form is used for more than one item.
 - (d) Leave blank if the equipment has more than one serial number.
 - (e) Mandatory entry if the equipment is INOP.
- (15) Block 12: Enter the number of items. (Must be only one item listed if equipment is reportable under AR 700-138 and is NMC.)
- (16) Block 13: Enter the priority designator.

NOTE: See DA Pam 710-2-1, table 2-1, priority designator table, and select the priority designator based upon the unit's FAD/UND.

- (17) Block 14: Leave blank.
- (18) Block 15a: Enter failure codes from DA Pam 738-750, table B-3; leave blank if no failure occurred.
- (19) Block 15b: Enter first indication of trouble code from DA Pam 738-750, table B-4, or how recognized code from DA Pam 738-751.
- (20) Block 16: Enter the miles or kilometers from the equipment odometer beside the "M" or "K." Round to the nearest mile or kilometer. If the equipment has no odometer, leave blank. Enter the hour reading (to the nearest hour) beside the

“H” from the hour meter mounted on the equipment. If the equipment has no meter, leave blank. Enter the total equivalent full charge (EFC) rounds fired beside the “R.” See the item’s DA Form 2408-4. If rounds do not apply to the equipment, leave blank.

- (21) Block 17: Enter the project code if one has been assigned. If not, leave blank.
- (22) Block 18: Enter the account processing code (APC) if required by your unit. The APC is a code prescribed locally for costing and budget identification of customers and organizations (reference TM 38-711-13). If not required, leave blank.
- (23) Block 19: Enter Y or N to indicate whether equipment is still under manufacturer’s warranty. If Y, submit one work request for each serial numbered item.
- (24) Block 20: Enter the bumper number/materiel control number or administrative number assigned to the item of equipment.
- (25) Block 21: Leave blank at unit level (for DS, GS, AVIM, and DEPOT use).
- (26) Block 22: Enter code for level of work from DA Pam 738-750, table B-24.
- (27) Block 23: Enter the commander or designated representative’s signature for all priority 01 through 10 requests. This signature approves the use of the PD.
- (28) Block 24: Enter a brief description of the deficiencies or symptoms that you feel require attention at this level of maintenance.

NOTE: Here is where you tell the DSU what you want to do, i.e., “Request condition code for lateral transfer. Item is excess to this unit.”

- (29) Block 25: Enter any information required by the DSU.
- (30) Block 34a: Enter first initial and last name of person submitting DA Form 2407 in this block.
- (31) Block 34b: Enter original date submitted (YYDDD).

NOTE: At this point, the DA Form 2407 has been prepared and is ready to be delivered with the equipment to the DSU.

- (32) Block 35a: Enter first initial and last name of person accepting the maintenance request.

NOTE: The maintenance clerk accepting the maintenance request enters first initial and last name in block 35a.

- (33) Block 35b: Maintenance clerk enters the initial status.
- (34) Block 35c: Maintenance clerk enters ordinal date accepted (YYDDD).
- (35) Block 35d: Maintenance clerk enters military time.

NOTE: Verify that you obtain the receipt copy 1 from the receiving clerk at the DSU.

- 3. Prepare DA Form 3161 as a lateral transfer.
 - a. The losing unit prepares the lateral transfer document.
 - b. Prepare lateral transfer in sufficient copies IAW local SOP.

NOTE: The form is prepared by block and column.

- (1) Issue block: Leave blank.
- (2) Turn-in block: Leave blank.
- (3) Sheets Number block: Enter number of sheets consecutively.
- (4) Number of Sheets block: Enter total number of sheets.

- (5) Block 1: "Request No.": Enter the document number assigned to the lateral transfer, losing organization. Document number is the DODAAC, Julian date, and serial number.
- (6) Block 2: Leave blank. Gaining organization will enter their document number (DODAAC, Julian date, and serial number).
- (7) Block 3: "Send To": Enter the name and UIC of the gaining organization.
- (8) Block 4: Date Material Required: Enter "Lateral Transfer."
- (9) Block 5: Leave blank.
- (10) Block 6: Leave blank.
- (11) Block 7: Leave blank.
- (12) Block 8: "Request From": Enter the name and UIC of the losing organization.
- (13) Blocks 9-9c: Leave blank.
- (14) Block 10: Leave blank.
- (15) Block 11: Leave blank.
- (16) Column 12a: Enter the item number, in sequence, for each item being transferred.
- (17) Column 12b: Enter the stock number and line item number (LIN) for each item being transferred.
- (18) Column 12c: Enter enough words to identify each item being transferred. Include item serial numbers, if applicable. Also provide reportable item control code (RICC) for those items reportable under CBS-X.
- (19) Column 12d: Enter the unit of issue for each item being transferred.
- (20) Column 12e: Enter the quantity of each item being transferred.
- (21) Column 12f: Leave blank.
- (22) Column 12g: Leave blank. Gaining organization will enter quantity received.
- (23) Columns 12h-12j: Leave blank.
- (24) Block 13: Property book officer (PBO) of the losing organization will print name, date, and sign this block. Include rank.
- (25) Block 14: Leave blank.
- (26) Block 15: The PBO of the gaining organization will print name, date, and sign this block. Include rank.

NOTE: After the last item, enter the justification for the lateral transfer. Enter "Lateral Transfer Approved By" and the signature block of the approving authority (if known). United States Army Reserve (USAR) units do not require a signature on the lateral transfer. USAR units must attach a copy of the letter from the MUSARC/MSD directing the transfer.

- c. Document any component shortages.
 - (1) Prepare DA Form 2062 as hand receipt annex and list any component shortages.
 - (2) Attach the original copy of the hand receipt annex to the gaining unit's copy of the lateral transfer.
- d. Assign a document number to DA Form 3161.
 - (1) Assign a document number from the nonexpendable document register. Document number is the DODAAC, Julian date, and serial number.
 - (2) Enter the document number in block 2 of DA Form 3161.

NOTE: Contact the property book officer for nonexpendable document number.

- e. Obtain the signatures.
 - (1) Enter the losing PBO signature in block 13.
 - (2) Enter the approving authority's signature above his or her signature block. This will normally be done under the justification statement in the item description column.
4. Record the lateral transfer on DA Form 2064.
 - a. Column a: Enter the Julian date.
 - b. Column b: Enter the assigned four-digit document serial number.
 - c. Column c: Enter the last three digits of the gaining unit's DODAAC.
 - d. Column d: Leave blank.
 - e. Column e: Enter "lateral transfer."
 - f. Column f-l: Leave blank.
 - g. Column m: Enter the Julian date that the lateral transfer was completed.

NOTE: The document number has been recorded on the document register. Proceed with the transfer of supplies and equipment. Submit requests for cancellation (AC1) for all open requests for components pertaining to the item being laterally transferred.

5. Transfer the supplies and equipment to the gaining unit.
 - a. Notify the gaining unit's PBO that the property is ready for transfer.
 - b. Verify that action has been initiated to transfer operation maintenance, Army (OMA) funds to the gaining organization when OMA-funded components, appropriation budget activity (ABA) codes 3 or 5, are missing from property transferred within the same MACOM.
 - c. Arrange with the gaining unit for delivery or have the gaining unit pick it up.
 - d. The gaining unit's PBO does the following:
 - (1) Inventories supplies and equipment.
 - (2) Assigns a document number to inventory block 4 of DA Form 3161.
 - (3) Prints name and date and signs block 15 of DA Form 3161.
 - (4) Receives a copy of the signed and documented DA Form 3161 and retains the original.
 - e. Losing unit PBO retains the original DA Form 3161.
 - f. Record the lateral transfer document on DA Form 3328 as follows:
 - (1) Enter the Julian date the lateral transfer was completed.
 - (2) Enter the document number from block 1 of DA Form 3161.
 - (3) Enter the quantity from column g, "supply action," of DA Form 3161.
 - (4) Enter the new balance. Add or subtract the quantity laterally transferred from the present balance quantity.
 - g. If the losing unit's property book is automated (SPBS-R, DPAS), the property record will be adjusted using the property system support procedures document.

NOTE: When transferred, some property book items require submission of DA Form 2408-9. See DA Pam 738-750, chapter 5. The lateral transfer has been recorded on the property book.

6. File completed lateral transfer document.
 - a. Place nonexpendable lateral transfer document in FN: 710-2a, property book and supporting documents file.
 - b. Process disposition IAW AR 25-400-2.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Perform inventory of supplies and equipment.	GO	NO-GO
2. Determine condition code of items being turned in.	GO	NO-GO
3. Prepare DA Form 3161 as a lateral transfer.	GO	NO-GO
4. Record the lateral transfer on the document register.	GO	NO-GO
5. Transfer the supplies and equipment to gaining unit.	GO	NO-GO
6. File completed lateral transfer document.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 AR 710-2
 DA Pam 710-2-1
 DA Pam 738-750
 TM 38-711-13
 ULLS-S4 EM

101-92Y-1401
PREPARE A DOCUMENT REGISTER

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the responsibility to document supply transactions. Given AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 710-2, DA Pam 710-2-1, ULLS-S4, organization designation, DODAAC, UIC, documents to be recorded, DA Form 2064, and/or a computer system with a forms program.

STANDARDS

Prepare DA Form 2064 IAW DA Pam 710-2-1 and ULLS-S4 EM verifying that all transactions are posted in the proper sequence.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Prepare header data on DA Form 2064.
 - a. "Element Keeping the Register" block: Enter name of the element and unit keeping the register.
 - b. "DOD Activity Address Code" block: Enter unit DODAAC that will be put on the request. Communication Security (COMSEC) accounts will have a document register for COMSEC items managed by the COMSEC custodian. This is a separate register, not under the control of the PBO.
 - c. "Unit Identification Code" block: Enter UIC of the requesting unit.
 - d. "Page Number" block: Enter page number. Pages are numbered in sequence.
 - e. Column a: Enter Julian date.
 - f. Column b: Enter document serial number.
 - g. Column c: Enter last three digits of SSA's DODAAC.
 - h. Column d: Enter NSN/CAGE/MCN.
 - i. Column e: Enter the nomenclature.
 - j. Column f: Enter request.
 - k. Column g: Enter priority designator.
 - l. Column h: Enter initials of authenticating authority.
 - m. Columns i and j: Enter quantity (requested, received/turned in).
 - n. Column m: Enter date completed.

NOTE: There are three types of document registers: nonexpendable, expendable, and durable. The PBO may authorize the expendable and durable registers to be combined. A document register for all supply actions will be kept by each organizational element authorized by the PBO to request supplies. For nonexpendable items, there is one register per property book (maintained at property book level). For expendable/durable items, there is one register per organizational element as directed by the PBO. The document numbers from the registers will not be duplicated.

2. Input header data to establish the document control register in ULLS-S4.

- a. Select Utilities menu from ULLS-S4 main menu.
- b. Select Add DODAAC Sub-process.
 - (1) Enter DODAAC.
 - (2) Enter SARSS interface data.
 - (3) Enter unit description data.
 - (4) Enter unit parameters data.

NOTE: When operating the ULLS-S4, there are three property master files. The operating system, however, only produces one document control register that combines expendables and durables only.

3. Record entries on the document register.
 - a. Column a: Enter Julian date. For training ammunition, follow the procedures found in DA Pam 710-2-1, figure 11-9.
 - b. Column b: Enter assigned four-digit document serial number. Restart the sequence daily.
 - c. Column c: Enter the last three digits of the SSA's DODAAC in the "sent to" block. COMSEC custodians enter the last three digits of the supporting SSA COMSEC account number. For actions other than requests for issue or turn-in, enter name of activity the document is sent to.
 - d. Column d:
 - (1) Enter the stock number of the item being requested or turned in. For nonexpendable document registers, the LIN may be included for purposes of continuity and cross-reference.
 - (2) For requests for issue or turn-in on DA Form 3161, leave blank.
 - (3) For ammunition requests, extract from block b of DA Form 581.
 - (4) For actions other than requests for issue or turn-in, leave blank.
 - e. Column e:
 - (1) Enter one or two words that identify the item requested or turned in.
 - (2) Enter request for issue or turn-in on DA Form 3161.
 - (3) For training ammunition, follow the procedures in DA Pam 710-2-1, figure 11-9.
 - (4) For actions other than requests for issue or turn-in, enter a description of the form or action. Examples are:
 - a) S/C for Statement of Charges.
 - b) C/C for Cash Collection.
 - c) R/S for Report of Survey.
 - d) AAR for Administrative Adjustment Report.
 - f. Column f:
 - (1) Enter hand receipt or equipment number, or other locally assigned identification for which item is requested.
 - (2) Enter the job order number for supply requests that are required by a maintenance requester.
 - (3) Enter the applicable hand receipt number for adjustment documents such as Statement of Charges or Reports of Survey.
 - g. Column g: Enter the PD of the request for issue. Otherwise, leave blank.
 - h. Column h:

- (1) The person authorized to authenticate requests will place their initials in this column for each UND A and B request. Otherwise, leave blank.
 - (2) Enter UND A and B for supply requests that are required by a maintenance request. Otherwise, leave blank. Initials are not required for requests that have been extracted from another register.
- i. Column i:
- (1) Enter the quantity requested.
 - (2) For training ammunition, follow the procedures in DA Pam 710-2-1, figure 11-9.
 - (3) For request for issue on DA Form 3161, leave blank.
 - (4) For actions other than request for issue, leave blank.
- j. Column j: Enter the quantity received from the SSA or quantity turned in. Enter partial receipts in pencil. Otherwise, leave blank.
- k. Column k: Enter the quantity due in when a document number is assigned (pencil entry). Upon receipt of materiel or cancellation or rejection status, change the due-in quantity.
- l. Column l:
- (1) This column may contain more than one entry. All entries are made in pencil. When the space in this column is insufficient, use column N (remarks).
 - (2) Enter the total quantity when supply status card is received for total due-in quantity and erase any previous entry.
 - (3) Enter the quantity when supply status card is received for part of due-in quantity and erase previous entry. Enter new status code, EDD if provided, and quantity from status card.
 - (4) Enter shipment status when card or listing is received for total due-in quantity and erase previous entry. Enter document identifier code (DIC) and the date shipped or ESD from the card.
 - (5) Enter shipment status when card or listing is received for part of due-in quantity and erase previous entry as appropriate. Enter DIC, the date shipped or ESD, and quantity from status card.
 - (6) Enter final action when completed. Erase previous entry.
- m. Column m:
- (1) Enter Julian date when final action is completed. If a partial quantity is received, enter Julian date of receipt in pencil.
 - (2) When cancellation or rejection status is received for total quantity requested, enter the status code and the Julian date of the cancellation or rejection verification (see DA Pam 710-2-1, paragraph 2-26).
 - (3) Enter CXL and Julian date when request documents are cancelled prior to forwarding to the SSA and when documents other than request for issue are cancelled.
 - (4) Enter Julian date for adjustment documents that are posted to the property records. Enter the Julian date when the survey officer for damaged property initials the release document.
- n. Column n:
- (1) When cancellation/rejection status is received for part of the quantity requested, enter partial quantity received in column j. A permanent entry is required when

action is completed. Enter status code, quantity cancelled, and the Julian date of the cancellation/rejection verification.

- (2) When AF1 or AT_ follow-up is submitted, erase proper entry in column 1. Enter AF1 or appropriate AT_ DIC and Julian date (pencil entry).
- (3) When AFC follow-up is submitted, enter AFC and Julian date (pencil entry).
- (4) When request for transportation status is submitted, erase entry in column 1. Enter TM1 and Julian date (pencil entry) (see DA Pam 710-2-1, paragraph 2-24).
- (5) When request modifier is submitted, update entries for which modification is requested. Enter AM1 and Julian date (pencil entry).
- (6) When request for cancellation for total due-in quantity is submitted, enter AC1 and Julian date (pencil entry).
- (7) When request for cancellation for part of due-in quantity is submitted, enter AC1 quantity to be cancelled and Julian date (pencil entries).
- (8) When follow-up on cancellation request is submitted, erase AC1 and Julian date in column n. Enter AK1 and Julian date (pencil entries).
- (9) Erase pencil entries in this column on receipt of reply to document submitted.
- (10) All entries will be made in ink or by typewriter unless otherwise stated.
- (11) Draw a single line through the incorrect entry and enter the correction above.

NOTE: If the document control register is maintained utilizing the ULLS-S4, the unit information and document number series are established under the task, Establish ULLS-S4 Unit Parameter Files. Although the automated DCR information is similar to the manual procedures, it does have unique features that will be covered in a step-by-step process during building of the parameter files.

4. Close out a document register.
 - a. Close out manual document registers.
 - (1) Close out current active calendar/fiscal year document register.
 - (2) File IAW DA Pam 710-2-1 and AR 25-400-2.
 - b. Close out inactive document register.
 - (1) Move open requests to new active document register in document number sequence.
 - (2) File IAW DA Pam 710-2-1, AR 25-400-2.
 - c. Enter the statement "CLOSE OUT," the current date, and signature of the individual performing the posting on the next available line following the last document entry in the register.
 - d. Close out automated document control register (DCR).
 - (1) Select Supply menu from S4 main menu.
 - (2) Select Receipt/Status/DCR menu.
 - (3) Select DCR Inquiry.
 - (4) Select Print Purge Inactive DCR.
 - (5) Review inactive DCR printout.
 - (6) Dispose of IAW DA Pam 710-2-1, AR 25-400-2, and ULLS-S4 EM.

NOTE: Inactive records are purged from the system every 180 days.

5. File the document register.
 - a. Place the document register pages in a binder by page number sequence.

- b. Place a label on the outside of the binder with the FN: 710-2b, and include disposition instructions.
- c. This register becomes inactive after maintained in the current files for one year. During this period, any open transactions that are completed are closed out (posted) on the old inactive register. At the end of the one-year period, all open numbers in sequence are transferred to the new document register. The old inactive register is held for one additional year and then destroyed.

NOTE: The filing procedures for the automated document register are the same as the manual register. The parameters are set in the document control register of ULLS-S4 and cause the system to purge the active register based on the number of days in the parameter file. Inactive files are purged from the system every 180 days.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Prepare header data on a document register.	GO	NO-GO
2. Input header data to establish the document control register.	GO	NO-GO
3. Record entries on document register.	GO	NO-GO
4. Close out a document register.	GO	NO-GO
5. File document register.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 25-400-2
- AR 710-2
- DA Pam 710-2-1
- ULLS-S4 EM

SUBJECT AREA 4: SUPPLY ADJUSTMENT PROCEDURES

101-92Y-1408

PREPARE ADJUSTMENT DOCUMENTS

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the situation where property has been lost, damaged, or destroyed, and property records need adjustment. Given DD Form 362, DA Form 4697, DA Form 4949, DA Form 2064, AR 25-400-2, (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 190-11, AR 735-5, DA Pam 710-2-1, FEDLOG, property records, a computer with CD-ROM and a forms program, local SOP, and ULLS-S4.

STANDARDS

Prepare adjustment document(s) IAW AR 735-5 without rejection by the processing authority.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Select the appropriate adjustment document.
 - a. Use DD Form 362. This form can be used for the following:
 - (1) Individual admits liability and offers cash payment or agrees to payroll deduction to settle the charge of financial liability.
 - (2) The charge does not exceed the monthly basic pay of the individual being held liable.
 - (3) There is no mandatory requirement for either a Report of Survey or an AR 15-6 Investigation.

NOTE: When preparing DD Form 362, complete performance steps 2-5.

- b. Initiate and process DA Form 4697 to account for lost, damaged, or destroyed U.S. government property when:
 - (1) Negligence or willful misconduct is suspected as the cause, and the individual does not admit liability and refuses to voluntarily reimburse for the full amount of the loss less depreciation.
 - (2) The property loss, damage, or destruction involves a change of the accountable officer's inventory and the outgoing accountable officer made no voluntary reimbursement for the full amount of the loss to the government.
 - (3) The value of the admitted loss, damage, or destruction exceeds the individual's monthly basic pay.
 - (4) The value of the damages or shortages in occupied government quarters (real property and furnishings combined) or government furnishings in non-government quarters exceeds the individual's monthly basic pay.
 - (5) The total handling loss of specific bulk petroleum product exceeds the allowable loss for that product, and the dollar value of the total loss exceeds \$500 (AR 710-2).

- (6) The loss or destruction involves a sensitive item. Investigate sensitive items lost or destroyed IAW AR 15-6, AR 190-11, or NGR 190-11.
- (7) The loss or destruction involves public funds or other negotiable instructions.
- (8) Required by higher authority or other DA regulations.
- (9) Directed by an Inventory Adjustment Report (IAR) approving authority.

NOTE: When preparing DA Form 4697, complete performance steps 6-8.

c. Use DA Form 4949 when:

- (1) Discrepancies in makes, models, or sizes.
- (2) NSN changes.
- (3) Unit of issue changes that affect the balance on-hand.
- (4) Change in accounting requirements (accountable to non-accountable).
- (5) Change in accounting requirements (non-accountable to accountable).
- (6) Assembly of an end item.
- (7) Disassembly of an end item.
- (8) Consumption of Class I, II, III, or V basic loads.
- (9) Change in Reportable Item Control Code (RICC).

NOTE: When preparing DA Form 4949, complete performance steps 9-11.

2. Prepare DD Form 362:

a. Fill in data on DD Form 362.

- (1) Block 1: Enter date the document is prepared.
- (2) Block 2: Obtain a document number from the PBO (organization or installation) who is responsible for the items lost or destroyed before forwarding the document to the Finance and Accounting Office.
- (3) Block 3: Enter organization and Unit Identification Code (UIC) to which individual being charged is assigned, or the name of the employing agency in the case of a civilian employee.
- (4) Block 4: Enter name of the installation where the organization is located. The ARNG will enter the city and state where located.
- (5) Blocks 5-7: Leave blank; to be completed by the Finance and Accounting Office.
- (6) Column a: Enter Stock Number(s) and Line Item Number(s) for the item(s) lost, damaged, or destroyed. If the item(s) is nonstandard, enter "nonstandard" or "NSI."
- (7) Column b: Enter a complete description and unit cost of the item lost, damaged, or destroyed. Obtain the unit cost from the current FEDLOG at the time of the loss. In cases of damaged property, add "Damage to." Enter the Reportable Item Control Code (RICC) for RICC 2 items. When an RICC 2 item(s) listed on the document is totally lost or destroyed (no residue to turn in), enter the words "no residue." When space on the form is insufficient, blank paper with proper identification may be used as continuation sheets. After last item, when depreciation is allowed, enter "Depreciation allowed per AR 735-5, appendix B."
- (8) Column c: Enter total number of each item lost, damaged, or destroyed.
- (9) Column d: Enter unit cost, less depreciation, when authorized by AR 735-5, appendix B, for items lost or destroyed. Place an asterisk (*) after the unit cost for those items depreciated. For items damaged, enter cost of repair. Depreciation is not allowed for damaged items.

- (10) Column e: Enter value of unit cost multiplied by quantity for each item on the document.

NOTE: The individual must decide how he or she is going to pay for the lost or damaged government property, either through payroll deduction or with cash.

- (11) Block 8a: The commander will place an "X" in the payroll deduction block, based on the desire of the individual being charged.
- (12) Block 8b: The commander will place an "X" in the cash collection block, based on the desire of the individual being charged.
- (13) Block 8c: Enter total from "Total Cost" column. Include any costs from continuation sheets, if applicable.
- (14) Block 9: Certification of Responsible Individual.

NOTE: The statements in blocks 9a, b, and c apply to, and must be read by, the individual who signs block 9h.

- (15) Block 9d: Enter rank of the individual being charged. If individual is a civilian employee, enter his or her grade.
- (16) Block 9e: Enter full name of the individual being charged.
- (17) Block 9f: Enter Social Security Number of individual being charged. Obtain Social Security Number from the unit or activity roster.
- (18) Block 9g: Enter "lost," "damaged," or "destroyed through neglect," as applicable.
- (19) Block 9h: Make sure that the individual being charged signs the document.

NOTE: The individual being charged must sign the document in the commander's office. They must decide whether to pay cash or by payroll deduction—a question that the commander must ask.

- (20) Block 9i: Make sure that the individual being charged enters the amount being charged (amount from block 8c, "Grand Total") in his or her own handwriting.

NOTE: Block 10: This block is for the commander to state whether they agree with the above action.

- (21) Block 10a: Enter the date the commander signs the document.
- (22) Block 10b: Make sure that the commander signs the document with signature authorized signature block.
- (23) Block 11: Enter an "X" in block 11a or 11b, indicating action taken.
- (24) When the individual elects to make cash payment, the commander may direct the individual to make payment directly to the FAO, or the commander may collect money from the individual and make payment to the FAO.
- (25) When the individual makes payment to the FAO, they will be required to return DD Form 362 annotated as a receipt of cash by the FAO within two work days after the commander has approved the transaction. If the individual cannot show proof of payment, the commander will ask the FAO to verify receipt of the payment. If FAO has no record of payment, a new DD Form 362 will be initiated and a payroll deduction will be processed, or DA Form 4697 will be initiated and the old document cancelled.

NOTES: DD Form 362 has been prepared. Make sure that you have five copies attached to the original. When the document register is maintained by the PBO, they will assign a document number to DD Form 362 prior to forwarding the document to the FAO. DD Form 362 will be forwarded to FAO under a transmittal memorandum with receipt acknowledgment requested.

- b. Post DD Form 362 to document register.
 - (1) Enter document number of DD Form 362 to document register maintained in the unit/organizational supply room.
 - (2) When the document register is maintained by the PBO, they will record DD Form 362 to the document register and property records.
 - a) Column a: Enter Julian date.
 - b) Column b: Enter assigned four-digit Document Serial Number.
 - c) Column c: Enter finance.
 - d) Column d: Leave blank.
 - e) Column e: Enter Statement of Charges or S/C.
 - f) Column f: Enter Hand Receipt Number.
 - g) Column m: Enter Julian date when action is completed.
 - h) Column n: For local remarks.
 - c. Follow up on DD Form 362.
 - (1) Request initial follow-up when the commander does not receive an acknowledgment of receipt within 20 calendar days from FAO.
 - (2) Follow up with FAO every 10 days after no response is received from the initial follow-up until FAO acknowledges receipt of the DD Form 362.
 - d. File completed DD Forms 362.
 - (1) Initially, file copy 5 in the suspense file. When completed, copy 2 is returned from FAO. File it in the unit supply file and destroy the suspense copy.
 - (2) Statement of Charges/Cash Collection Vouchers supporting loss, damage, and destruction of nonexpendable property for which liability is admitted, will be filed in the supporting document files at the PBO.
 - (3) Statement of Charges/Cash Collection Vouchers supporting loss, damage, and destruction of expendable/durable supplies for which liability is admitted, will be filed in the relief from responsibility file.
3. Prepare DA Form 4697.
- a. Fill in the data for DA Form 4697.
 - (1) Block 1: Enter date the document is prepared.
 - (2) Block 2: Leave blank; the survey number is entered by the Approving Authority.
 - (3) Block 3: Enter type of property.
 - a) If property is carried on a Stock Record Account, enter "Stock Record Account."
 - b) If property is carried on the Organizational Clothing and Equipment Record, enter "Organizational."
 - c) If property is carried on the installation property book, enter "Installation."
 - d) If property is Real Property, enter "Real Property."
 - (4) Block 4: Enter address of the accountable officer. Also enter UIC for the property book accounts and DODAAC for Stock Record Accounts. If the items listed on the Report of Survey are not recorded on a property book or Stock Record Account, enter the address of the activity maintaining the expendable or durable document register.

- (5) Block 5: Enter name, rank, or grade (for civilian employees), and organization of the person preparing the document. Include the UIC of the organization.
- (6) Block 6: Enter Stock Number and Line Item Number. If the item is nonstandard, enter "Nonstandard" or "NSI."
- (7) Block 7: Enter description of the articles lost, damaged, or destroyed. When the articles involved have been assigned serial numbers, include such numbers for more accurate identification. Also enter the Reportable Item Control Code (RICC) for RICC 2 items. When RICC 2 items listed on the Report of Survey are totally lost (no residue to turn in), enter the words "no residue."
- (8) Block 8: Enter number of units of the articles listed, together with unit of issue, such as 1 ea., 2 pr, 2 dz., etc.
- (9) Block 9: Use the guidance in appendix B to determine unit price of any item listed on DA Form 4697.
- (10) Block 10: Enter total cost of all units of each article listed that has been lost or destroyed. For damaged property, enter the ECOD. After the last entry, draw a line, enter the sum of the entries in the column, and enter "Grand Total" in the unit price column. If continuation sheets are used, show the subtotal on each sheet. Show the grand total on the last sheet. The grand total will be the total cost of all items listed on all sheets.
- (11) Block 11: Enter a concise and accurate statement of the facts in the case. Include date and place of the loss or damage. Show all persons directly concerned by name, Social Security Number, and rank or grade for civilian employees.
- (12) Block 12: The person providing the statement in block 11 will sign in the signature block. Type the person's name, rank or grade (for civilian employees), and Social Security Number in the block below the signature block.
- (13) Block 13: Leave blank.
- (14) Block 14: Enter date of the signature entered in block 15.
- (15) Block 15: Enter name, rank or grade (for civilian employees), and signature of the accountable officer or the individual who maintains the expendable/durable document register.
- (16) Block 16: Enter Document Number or Voucher Number (DODAAC, Julian date, and serial number).

NOTE: Blocks 17 through 20 are to be completed by the Appointing Authority. If an appointing authority has not been designated, leave blocks 17 through 20 blank.

- (17) Block 17: The Appointing Authority will check the proper block.
 - (18) Block 18: Enter date the signature is entered in block 20.
 - (19) Block 19: Enter name, rank or grade (for civilian employees), and title of the Appointing Authority.
 - (20) Block 20: The Appointing Authority will sign.
- b. Post DA Form 4697 to document register.
- (1) Record DA Form 4697 to document register when the document register is maintained in the unit supply room.
 - (2) When the document register is maintained by the PBO, they will record the document number to the document register and property records.
 - a) Column a: Enter Julian date.

- b) Column b: Enter assigned four-digit Document Serial Number.
 - c) Column c: Enter name of the activity to which the Report of Survey is sent.
 - d) Column d: Leave blank.
 - e) Column e: Enter R/S for Report of Survey.
 - f) Column f: Enter applicable Hand Receipt/Subhand Receipt Number.
 - g) Column m: Enter Julian date when the Report of Survey is posted to property records or when the release document is initialed by the Survey Officer for damaged property.
- c. File completed DA Forms 4697 in unit supply files.
- (1) Place a copy in the unit supply file. This copy should indicate posting information such as date posted and initials of the individual who conducted the posting.
 - (2) When the Report of Survey has been approved by the Approving Authority, a copy of the approved document with signatures should be placed in the unit supply files.
 - (3) Reports of Survey for Expendable/Durable Supplies will be filed in the General Property Accountability Correspondence Files (Non-Action).
 - (4) These documents are filed for administrative purposes. File them in document number sequence.
4. Prepare DA Form 4949.
- a. Fill in the data for a DA Form 4949.

NOTE: The Administrative Adjustment Report can be used for minor changes to the property book. Make sure that the correct procedures are used.

- (1) "Organization/Activity" block: Enter name of the unit.
- (2) "Document Number" block: Enter the unit's DODAAC, Julian date, and series number.
- (3) "Item No." block: Enter item number.
- (4) "Stock Number" block: Enter Stock Number and Line Item Number.
- (5) "Item Description" block: Enter correct description of the articles pertaining to the type of action involved.
- (6) "ARC" block: Enter Army Recoverable Code.
- (7) "Unit of Issue" block: Enter unit of issue.
- (8) "Qty." block: Enter quantity.

NOTE: The information in the "change from" area, located above the line in the center of the page, is the information to be changed. The information in the "change to" area, located below the line in the center of the page, is the new and revised information. Steps 9 through 13 below pertain to blocks located in the "change to" area of the form.

- (9) "Stock Number" block: Enter Stock Number and Line Item Number.
- (10) "Item Description" block: Enter correct description of the articles pertaining to the type of action involved.
- (11) "ARC" block: Enter Army Recoverability Code.
- (12) "Unit of Issue" block: Enter unit of issue.
- (13) "Qty." block: Enter quantity.
- (14) "Authority" block: Enter authority authorizing the change, i.e., AR 710-2, CTA 50-900, etc.

- (15) In block to the right of the “Authority block,” check the appropriate box that affects the change.
- (16) “Initiating Officer’s Signature” block: Requires the Initiating Officer’s signature.
- (17) “Date” block: Enter date the Initiating Officer signs the document.
- (18) “PBO Signature” block: Requires the PBO’s signature.
- (19) “Date” block: Enter date the PBO signs the document.

NOTE: The AAR will not be used to correct errors in serial numbers if there is a possibility of a substitution or if the item is a sensitive item.

- b. Record DA Form 4949 to document register.
 - (1) Record DA Form 4949 when the document register is maintained in the unit/organization supply room.
 - (2) When the document register is maintained by the PBO, the PBO will record the Document Number in the document register and post adjustment property records.
 - a) Column a: Enter Julian date.
 - b) Column b: Enter four-digit Document Serial Number.
 - c) Columns c-d: Leave blank.
 - d) Column e: Enter AAR for Administrative Adjustment Report.
 - e) Columns f-l: Leave blank.
 - f) Column m: Enter Julian date Administrative Adjustment Report is posted to property records.
- c. File completed DA Forms 4949.
 - (1) File the Administrative Adjustment Report in the supporting document file.
 - (2) For RICC 2 items, send a copy of the AAR to the CBS-X Central Collection Activity. ARNG units send a copy of all AARs to the USPFO.
 - (3) For weapons and CCI, report NSN and serial number changes to the DODSASP/CCISP, as applicable, and in accordance with AR 710-3.
 - (4) If the AAR is posted through an automated process such as SPBS-R or DPAS, this information will be captured through serial number tracking and reported to CBS-X.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Select the appropriate adjustment document.	GO	NO-GO
2. Prepare DD Form 362.	GO	NO-GO
3. Prepare DA Form 4697.	GO	NO-GO
4. Prepare DA 4949.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 15-6

AR 25-400-2

AR 190-11

AR 735-5

DA Pam 710-2-1

NGR 190-11

ULLS-S-4 EM

SUBJECT AREA 5: SUPPLY ACCOUNTABILITY PROCEDURES

101-92Y-1005 MAINTAIN UNIT LOAD

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to maintain unit load. Given AR 710-2, DA Pam 710-2-1, DA Form 3318, DA Form 2062, DA Form 2063-R, authorization documents, ULLS-S4, basic load (BL) data, operational load (OL) data, and unit load (UL) data.

STANDARDS

Maintain unit load IAW ULLS-S4 End User Manual (EM), AR 710-2, and DA Pam 710-2-1.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Identify Unit Load.
 - a. Verify that basic load is on hand or on request.
 - b. Ensure that Class I basic load is on subhand receipt by:
 - (1) Lot number.
 - (2) Date of pack.
 - c. Ensure that Class I basic load is inventoried semiannually.
 - d. Record the results of the inventory and report any discrepancies to the commander IAW the local SOP.
 - e. Ensure that the veterinarian inspects the Class I basic load semiannually.
 - f. File the inventory and veterinary inspection in the unit supply files.
 - g. Inventory Class II, III, IV, and VIII basic loads semiannually as follows:
 - (1) Compare the storage location of each item with the location listed on the DA Form 3318.
 - (2) Count all items and change the balance on hand quantity if necessary.
 - (3) Check the condition of each item for damage. If damaged, replace or repair the item.
 - (4) Post the review results on the next available line in the demands section of DA Form 3318.
 - h. Class V basic load quantities are designated by the Major Command (MACOM).
 - i. Establish hand receipts for the Class V basic load.
 - j. Ensure that the Class V basic load is inventoried on a monthly basis.
 - k. Record the results of the inventory and report any discrepancies to the commander.
 - l. File the results of the inventory in the unit supply files.
 - m. Maintain operational load for Class II, III Package, IV, V, and VIII IAW DA Pam 710-2-1, chapter 7.
 - n. Identify items to be stocked for Class II, III Package, IV, and VIII.
 - o. Establish load level for each item.

- p. Account for durable items on hand receipts.
 - q. Inventory durables semiannually as follows.
 - (1) Check all items to ensure that the items match the description on the hand receipt.
 - (2) Count all items.
 - (3) Check the condition of the items.
 - (4) Record the results of the inventory on a memorandum.
 - r. Maintain Class V operational load on DA Form 2062.
 - s. Maintain the minimum amount of ammunition IAW DA Training Ammunition Letters.
2. Manage Unit Basic Load.
- a. Prepare DA Form 2063-R for Class II, IV, and VIII items as follows:
 - (1) Block 1: Enter the date.
 - (2) Block 2: Enter the name of the unit.
 - (3) Block 3: Enter the UIC.
 - (4) Block 4: Enter the type of load.
 - (5) Block 5: Enter the Publication Data (if required).
 - (6) "Stock Number" block: Enter the national stock number (NSN) in NIIN sequence.
 - (7) "Item Description" block: Enter the item description.
 - (8) "Unit of Issue" block: Enter the unit of issue.
 - (9) "Authorized Quantity" block: Enter the stockage quantity.
 - b. Obtain the commander's approval.
 - c. Prepare two copies of DA Form 2062 for durable items.
 - d. File a copy of the approved load list in the unit files.
 - e. Send a copy of approved load list to the SOS for review.
 - f. Correct any errors found by the SOS.
 - g. Maintain DA Form 3318 for approved basic load.
 - h. Prepare DA Form 3318 for Class II, IV, or VIII as follows:
 - (1) Balance on Hand block: Enter quantity on hand.
 - (2) Remarks block: Enter the date and reference number of the major command (MACOM) correspondence.
 - a) The local SOS.
 - b) Date and number of DA authorization document.
 - (3) UI block: Enter the unit of issue.
 - (4) CIIC block: Enter the controlled inventory item code (CIIC).
 - (5) ARC block: Enter the accounting requirement code (ARC).
 - (6) RC block: Enter the recoverability code (RC).
 - (7) Stockage Code block: Basic load.
 - (8) Date block: Enter the Julian date when the item was placed on the load list.
 - (9) Quantity block: Leave blank.
 - (10) Authorized Stock Level block: Enter authorized stockage quantity.
 - (11) Stock Number block: Enter stock number.

- (12) Item Description block: Enter description.
 - (13) Record of Demands Section.
 - a) Block A: Enter Julian date the item was demanded.
 - b) Block B: Enter the section that needs the item.
 - c) Block C: Enter the quantity demanded.
 - d) Block D: Enter the quantity owed out.
 - (14) Request Section.
 - a) Block E: Enter the document number.
 - b) Block F: Enter the quantity requested.
 - c) Block G: Enter the quantity due in.
 - (15) Prepare DA Form 2062 for durable items as follows:
 - a) "From" block: Enter section or squad.
 - b) "To" block: Enter the unit name.
 - c) "Hand Receipt Number" block: Enter a locally designed number.
 - d) Block a: Enter the stock number and line number.
 - e) Block b: Enter the description.
 - 1) Publication data.
 - 2) Serial number.
 - f) Block d: Enter the CIIC.
 - g) Block e: Enter the unit of issue.
 - h) Block f: Enter the quantity authorized.
 - i) Blocks A through F: Enter quantity on hand.
3. Process ULLS-S4 Unit Load (UL) Records.
- a. Add records.
 - (1) Select Supply menu from the ULLS-S4 main menu.
 - (2) Select Unit Load Inquiry/Mod menu.
 - (3) Select UL Add/Mod/Del option.
 - (4) Select Add Unit Load Record.
 - a) Enter the load code (B1-B9).
 - b) Process the record.
 - c) Enter the national item identification number (NIIN).
 - d) Process the record as follows:
 - 1) Enter NIIN that is on the system catalog or FEDLOG.
 - a. Select <ENTER> when prompted.
 - b. Enter Yes or No to add the record.
 - c. Enter authorized quantity.
 - d. Enter replenishment quantity.
 - e. Enter the storage location.
 - f. Enter the shelf life expiration date.
 - g. Process the record.
 - 2) Enter NIIN that is not on FEDLOG.
 - a. Enter the NIIN, part number, or MCN.
 - b. Enter Yes or No to add the record to the catalog.

- c. Enter the mandatory fields as follows:
 - i. Unit of issue.
 - ii. Federal supply class/commercial and government code.
 - iii. Accounting requirement code.
 - iv. Supply category of material code.
 - v. Nomenclature.
 - vi. Unit price.
 - d. Add optional entries as required.
 - e. Process the record.
 - f. Enter Y or N to add the record.
 - i. Enter authorized quantity.
 - ii. Enter replenishment quantity.
 - iii. Enter storage location.
 - iv. Enter the shelf life expiration date.
 - v. Process the record.
 - (5) Select Modify Unit Load Record from the Unit Load Update options menu.
 - a) Enter the NIIN to be modified.
 - b) Modify the following information as necessary:
 - 1) Authorized quantity.
 - 2) Replenishment quantity.
 - 3) Storage location.
 - 4) Shelf-life expiration date.
 - 5) Review the changes made.
 - 6) Process the record.
 - (6) Delete Unit Load Record.
 - a) Select Unit Load from the Supply menu.
 - b) Select Delete Unit Load Record.
 - c) Enter the NIIN of the record to be deleted.
 - d) Enter Yes or No to delete the record.
 - e) Review the deletion record.
 - f) Dispose of IAW local SOP.
- 4. Reconcile UL records with Document Control Register (DCR) files IAW AISM-25-L3S-AWE-ZZZ-EM, paragraph 4.18.
 - a. Select the Supply menu from the main menu.
 - b. Select the UL Inquiry Mod option.
 - c. Select UL/DCR Reconciliation option.
 - d. Select Yes or No to continue the process.
 - e. Review UL DCR Reconciliation Report.
 - f. Dispose of the report IAW local SOP.
- 5. Reconcile the UL catalog record with catalog records IAW the ULLS-S4 EM, paragraph 4.19.
 - a. Select the Supply menu from the ULLS-S4 main menu.
 - b. Select the Unit Load (UL) Inquiry Mod menu.
 - c. Select the UL/Catalog Reconciliation option.

- d. Process the record and review as required.
 - e. Select Y or N to print the report.
 - f. Review the report.
 - g. Dispose of the report IAW local SOP.
6. Replenish the unit load.
- a. Select the Supply menu from the ULLS-S4 main menu.
 - b. Select the Unit Load Inquiry Mod menu.
 - c. Select UL Replenishment.
 - (1) Initiate a replenishment request for an item on the Unit Load Data File by selecting it from the Unit Load List.
 - a) Select items as required.
 - b) Modify the quantity as necessary.
 - c) Process the record.
 - (2) Process additional requests as required.
7. Review Unit Load Inquiry IAW AISM-25-L3S-AWE-ZZZ-EM, paragraphs 4.21– 4.21.5.
- a. Select the Supply menu from the ULLS-S4 main menu.
 - b. Select Unit Load menu from the Supply menu.
 - c. Select Unit Load Inquiry/Mod menu.
 - d. Select Unit Load Inquiry.
 - (1) Select Display Single Record.
 - a) Enter the NIIN.
 - b) Enter Yes or No for history data.
 - c) Review data displayed.
 - (2) Select Display a Single Record with DCR Data.
 - a) Enter NIIN.
 - b) Review data displayed.
 - c) Select <ESC> to return to the UL Inquiry menu.
 - (3) Select Display/Print Records in Unit Load Sequence.
 - a) Select Console to view the record on the monitor screen.
 - b) Select Printer to send the report to the printer.
 - c) Enter Yes or No to display history data.
 - d) Review the report.
 - e) Dispose of report IAW local SOP.
 - (4) Select Display/Print Commander Designated Records.
 - a) Select Console to view the record on the monitor screen.
 - b) Select Printer to send the report to the printer.
 - c) Enter Yes or No for history data.
 - d) Review the report.
 - e) Dispose of report IAW local SOP.
 - (5) Select Display/Play Single Load Code.
 - a) Enter load code.

- b) Select Console to view the record on the monitor screen.
- c) Select Printer to send the report to the printer.
- d) Enter Yes or No for history data.
- e) Review the listing.
- f) Dispose of report IAW local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Identify unit load.	GO	NO-GO
2. Manage unit basic load.	GO	NO-GO
3. Process ULLS-S4 unit load (UL) records.	GO	NO-GO
4. Reconcile UL records with document control record (DCR) files.	GO	NO-GO
5. Reconcile the UL catalog record with catalog records.	GO	NO-GO
6. Replenish the unit load.	GO	NO-GO
7. Review unit load inquiry.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AIMS-25-L3S-AWE-ZZZ-EM
AR 710-2
DA Pam 710-2-1
ULLS-S4 EM

101-92Y-1110
INVENTORY SUPPLIES AND EQUIPMENT

CONDITIONS

Assigned as the unit supply specialist in a field or garrison environment and given the requirement to inventory supplies and equipment. Given property records, DA Forms 2062, DA Form 3161, location of equipment, hand receipts/property listings of equipment to be inventoried, appropriate publications, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 190-11, AR 735-5, AR 710-2, DA Pam 25-30, DA Pam 710-2-1, ULLS-S4, a computer with CD-ROM, and a forms program.

STANDARDS

Conduct inventories without losing supply accountability IAW the appropriate publications.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Prepare for inventory IAW DA Pam 710-2-1.
 - a. Determine the type of inventory required.
 - b. Check with the next higher headquarters for any special instructions.
 - c. Verify inventory by using DA Pam 25-30 to determine the publications required for use during inventory.
 - d. Verify availability of facilities for layout equipment.
 - e. Determine the date, time, and place of inventory.
 - f. Identify personnel to assist in the inventory.
2. Conduct a physical inventory IAW DA Pam 710-2-1.
 - a. Perform the following general actions for all inventories:
 - (1) Check with the next higher headquarters for any special instructions.
 - (2) Verify that current publications are available for use during inventory by using DA Pam 25-30.
 - (3) Visually count and verify serial numbers of each item.
 - (4) Inform commander of inventory results.
 - (5) Report discrepancies to the accountable officer.
 - (6) Provide a copy of memorandum of inventory results to higher headquarters as required.
 - b. Perform the following specific types of inventories:
 - (1) Conduct a receipt and issue of property inventory.
 - a) Make sure the items are intended for your unit.
 - b) Check the item to make sure it matches the description on the receipt document.
 - c) Make sure the quantity received agrees with quantity recorded on the receipt document.
 - d) Check end items for completeness.

- e) When items with serial numbers are received, check the numbers.
 - f) Make a visual check of the condition of the items.
 - g) Notify the PBO when serviceability of an item is questionable.
 - h) Sign the receipt document after actions (a) through (g) above have been completed.
 - i) When property is issued on hand/subhand receipt:
 - 1) Check all items to ensure that the descriptions on the hand/subhand are correct.
 - 2) Count all items.
 - 3) Verify serial numbers.
 - 4) Report differences to the person making the issue.
 - 5) Sign the hand/subhand receipt after actions in 1) through 4) above have been completed.
- (2) Conduct a change of hand receipt holder inventory.
- a) Schedule a minimum of 30 days to conduct the joint inventory.
 - b) Check with next higher commander/supervisor for any special instructions.
 - c) Review the hand or subhand receipts and annexes.
 - d) Review the hand receipt to find the type of items to be inventoried.
 - e) Notify the subhand receipt holders of when, where, and how the inventory will be conducted.
 - f) Verify that the current publications are available for use during the inventory.
 - g) Check all items to verify that the description on unit hand receipt is correct.
 - h) Make a visual check of the condition of the property.
 - i) Count all items listed on the hand receipt.
 - j) Check end items to ensure that all components/items are on hand.
 - k) Verify the serial number on the item with that recorded on the hand receipt.
 - l) Validate maintenance request if items are in maintenance.
 - m) If a hand receipt holder dies or departs the unit without transferring property, the unit commander/supervisor will appoint a person to act on their behalf so a joint inventory can be conducted.
- (3) Conduct a Change of Responsible Officer in the United States Army Reserves (USAR).
- a) In the USAR, all property not on valid hand receipt must be inventoried.
 - b) The incoming commander/supervisor will check with the higher headquarters for specific instructions.
 - c) The incoming commander/supervisor will compare hand receipts with the property book to identify those items not issued on hand receipt.
- (4) Conduct a tool room inventory.
- a) The tool room will be inventoried semi-annually.
 - b) Inventory all tools, sets, kits, and outfits in the tool room.
- (5) Conduct a cyclic inventory.
- a) The officer responsible for the unit's property will ensure that this inventory is conducted when:

- 1) This inventory is performed in lieu of the annual responsible officer inventory.
- 2) The responsible officer of a unit maintaining its own property book elects to do it.
- 3) The property book is kept at other than unit level and the PBO requires it.
- b) When the cyclic inventory option has been chosen:
 - 1) Conduct cyclic inventories monthly, quarterly, or semiannually.
 - 2) If the location of hand/subhand receipt holders makes the inventory of a certain number of lines impractical, then the PBO or responsible officer may choose that specific hand or subhand receipts be completely inventoried.
 - 3) The PBO or responsible officer will designate on a memorandum the items to be inventoried.
 - 4) The responsible officer notifies hand/subhand receipt holders where, when, and how the inventory is to be conducted.
 - 5) Inventory the required items with hand/subhand receipt holders.
 - 6) Make a visual check of the condition of the property.
 - 7) Check end items for completeness.
 - 8) Verify the serial number on the item with the serial number on the hand/subhand receipt.
- (6) Conduct a change of PBO inventory.
 - a) This inventory is conducted when the PBO of an organization is replaced.
 - b) The inventory is conducted jointly by the incoming and outgoing PBO.
 - c) Property not issued on hand receipt must be inventoried.
 - d) The outgoing PBO will:
 - 1) Make sure all completed transactions have been posted to the property records.
 - 2) Make the property book and related files available to the incoming PBO for review.
 - 3) Assist the incoming PBO in the review of the property records.
 - e) The incoming PBO will:
 - 1) Compare the Modified Table of Organization and Equipment (MTOE), Table of Distribution and Allowances (TDA) or Joint Table of Allowance (JTA) with the property book.
 - 2) Check the property book and document register to determine that the authorized quantity of the MTOE, TDA, or JTA is on hand or on request.
 - 3) Review the property book, document register, and document file to judge the condition of the records.
 - 4) Ensure that hand receipt holders are located in the unit that is assigned the property.
 - 5) Compare hand receipts with the property book to find the items not issued.
 - 6) Verify that there is a property book page for each property book item listed on the hand receipt.

- 7) The incoming PBO will develop a method to keep track of those property book pages that have been compared to hand receipts.
 - 8) After completion of step 5 above, inventory the items not issued on hand receipts.
 - f) Check all items to make sure the items match their descriptions on the property book.
 - g) Make a visual check of the condition of the property and prepare a list of any damaged property.
 - h) Count all items not issued on hand receipt.
 - i) Check end items for completeness.
 - j) Verify serial numbers.
 - k) Validate maintenance request if items are in maintenance.
- (7) Conduct an annual PBO inventory.
- a) This inventory is required when property books are kept at other than using unit level. The PBO conducts this inventory.
 - 1) Make sure all completed receipt, turn-in, and adjustment documents have been posted to the property book.
 - 2) Compare hand receipts with the property book.
 - 3) Make sure there is a property book page for each property book item listed on the hand receipt.
 - b) Inventory the items as follows:
 - 1) Check all items to make sure the items match their descriptions on the property book.
 - 2) Make a visual check of the condition of the property.
 - 3) Make a list of any damaged property.
 - 4) Count all items not issued on hand receipt.
 - 5) Check end items for completeness.
 - 6) Check the serial number on the item with that recorded on the property book.
 - 7) Validate maintenance request if items are in maintenance.
- (8) Conduct a sensitive item inventory.
- a) Sensitive items and Control Cryptographic Items (CCI) will be inventoried quarterly.
 - b) Sensitive types of ammunition, weapons, and other hazardous items will be inventoried monthly.
 - c) The responsible officer must notify hand/subhand receipt holders when the items are to be inventoried (either monthly or quarterly).
 - d) The PBO inventories sensitive items not listed on hand receipts.
 - e) Inventory sensitive items as follows:
 - 1) For weapons and ammunition, use the procedures underlined in weapons and ammunition inventories.
 - 2) Count each sensitive item for which you have responsibility.
 - 3) Make a visual check of condition of the items.
 - 4) Check end items for completeness.

- 5) Check the serial number on the item with the serial number recorded.
 - 6) Report damaged equipment to unit maintenance personnel for repair.
 - 7) Hand/subhand receipt holders report the results of the inventory to the responsible officer.
- (9) Conduct a weapons and ammunition inventory.
- a) Inventory procedures are as follows when responsibility is transferred:
 - 1) Both incoming and outgoing custodians must conduct a physical count of the weapons, ammunition, and keys.
 - 2) Record the results of the weapons and ammunition inventory on DA Form 2062.
 - 3) Record the results of key inventory control on DA Form 5513-R.
 - 4) The person receiving the keys to the arms storage facility receipts for weapons and ammunition.
 - b) The monthly (USAR and ARNG, quarterly) inventory of weapons by serial number is conducted by the responsible officer or an NCO, warrant officer, commissioned officer, or DOD civilian appointed by the responsible officer. The unit armorer will not conduct this inventory. Use the following procedures:
 - 1) Compare the serial numbers of the weapons with those listed on the property book and hand/subhand receipt, as appropriate.
 - 2) If weapons or ammunition have been signed out or are in support maintenance, make sure they are supported by proper hand receipt or maintenance job order.
 - 3) Inventory ammunition by listing it on the inventory form by purpose (i.e., basic load, operational load, or training), Department of Defense Identification Code (DODIC), lot number, quantity on hand, and quantity signed out.
 - 4) Record the results of the inventory on a memorandum or automated listing (example: PCN-ALV-441, sensitive items inventory list, produced in Standard Property Book System-Redesigned (SPBS-R)).
 - 5) SPBS-R and Installation Table of Distribution and Allowances (I/TDA) listings are provided by the PBO.
- (10) Conduct a special COMSEC equipment inventory.
- a) COMSEC custodians are appointed to account for all COMSEC material issued on hand receipt to the unit.
 - b) Detailed procedures for conducting inventories and reporting results are contained in TB 380-41-3.
- (11) Conduct a Semiannual Central Issue Facility (CIF) property book inventory.
- a) This is a 100 percent physical count of all Organizational Clothing and Individual Equipment (OCIE) recorded on property book.
 - b) The date of inventory is based on the date of the last change of PBOs or on the last semiannual inventory.
 - c) Cyclic inventories may be used in lieu of the semiannual inventory; however, all property must be inventoried at least semiannually.

- d) Prior to the inventory:
 - 1) Select a date for an inventory cutoff and notify supported units.
 - 2) Make sure all receipt and turn-in documents are posted.
 - 3) Select personnel to assist in the inventory.
- (e) Conduct the count after completing the pre-inventory requirements.
 - 1) Compare hand receipts with the property records to find the items not on hand receipt.
 - 2) Validate maintenance and laundry requests.
 - 3) Count all items listed on the property records.
- 3. Conduct post inventory procedures IAW DA Pam 710-2-1 and AR 25-400-2.
 - a. Perform the following general actions after completing an inventory:
 - (1) Compare inventory results with hand receipts, property listings, or component listings to verify shortages.
 - (2) Inform commander of inventory results.
 - (3) Report discrepancies to the accountable officer.
 - (4) Cross level, transfer, or turn in excess equipment.
 - (5) Prepare required adjustment document(s).
 - (6) Process adjustment documents.
 - (7) Adjust all hand receipts, property listings, or component listings as required.
 - (8) Prepare a memorandum with results of inventory between outgoing and incoming commander if required.
 - (9) Provide a copy of memorandum of inventory results to higher headquarters if required.
 - (10) Place the inventory documents in the Property Record Inspection and Inventory Reports File, FN: 710-2d.
 - (11) Place copies of all adjustment documents in property book and supporting documents File, FN: 710-2a.
 - (12) File the inventory results IAW AR 25-400-2.
 - b. Perform the required post inventory actions for specific inventories as follows:
 - (1) Perform post inventory actions for a receipt and issue of property inventory. Report discrepancies in the receipt and accounting of Communications Security (COMSEC) equipment as a violation of physical security per TB 380-415 or TB 380-40-22 as applicable.
 - (2) Perform post inventory actions for a change of hand receipt holder inventory.
 - a) Report damaged equipment to unit maintenance personnel for corrective action.
 - b) Report any discrepancies found during the inventory to the accountable officer.
 - (3) Perform post inventory actions for a change of responsible officer in the USAR.
 - a) Report damaged equipment to unit maintenance personnel for repair.
 - b) Report all differences regarding property discrepancies to the accountable officer.
 - (4) Perform post inventory actions for a tool room inventory by accounting for all discrepancies in accordance with AR 735-5.

- (5) Perform post inventory actions for a cyclic inventory.
 - a) Report damaged equipment to unit maintenance personnel for corrective action.
 - b) Report any discrepancies found during the inventory to the PBO.
 - c) Prepare and process an Administrative Adjustment Report (AAR) to correct differences within sizes, makes, or models.
 - d) Submit requests for issue to replace shortages.
- (6) Perform post inventory actions for a change of PBO inventory.
 - a) Report damaged equipment to unit maintenance personnel for repair.
 - b) The outgoing PBO conducts causative research for differences. When no conclusive findings are made, perform the following actions:
 - 1) Turn in overages as "found on installation" property.
 - 2) Account for shortage according to AR 735-5.
 - 3) Prepare and process an AAR to correct differences within sizes, makes, or models.
 - 4) Post adjustment documents to the property book.
 - 5) Submit request for issue to replace shortages.
 - c) The incoming PBO will complete the statement of accountability for the property.
 - d) When the inventory cannot be completed within the prescribed time of 30 days, an extension may be requested from the commander or designated representative making the appointment.
 - e) A maximum of two extensions may be requested.
- (7) Perform post inventory actions for an annual PBO inventory:
 - a) Report damaged equipment to unit maintenance personnel for repair.
 - b) Conduct causative research for differences. When no conclusive findings are made:
 - 1) Turn in overages as "found on installation" property.
 - 2) Account for shortages according to AR 735-5.
 - 3) Prepare and process an AAR to correct differences within sizes, makes, models, NSN changes, unit of issue, Army recoverability code changes, assemble or disassemble, and consumption of Classes II, III, and IV.
 - 4) Post adjustment documents to the property book.
 - 5) Submit requests for issue to replace shortages.
 - c) When the inventory is completed, prepare a memorandum for the PBO's signature.
- (8) Perform post inventory action for a sensitive item inventory.
 - a) The responsible officer reports differences pertaining to property book items to the PBO. When no conclusive findings are determined:
 - 1) Turn in overages as "found on installation" property.
 - 2) Account for shortage according to AR 735-5.
 - 3) Prepare and process an AAR to correct differences within sizes, makes, or models.
 - 4) Adjustment documents must be posted to the property book.

- 5) Submit requests for issue to replace shortages.
 - b) Record the results of the sensitive item inventory on a memorandum prepared for the responsible officer or PBO's signature, as appropriate.
 - c) Record the results of the sensitive item inventory on the cyclic inventory memorandum when the unit conducts monthly sensitive items inventory.
- (9) Perform the post inventory action for a weapons and ammunition inventory.
- a) Report any discrepancies to the responsible officer immediately.
 - b) The responsible officer will report discrepancies to the PBO.
 - c) When no conclusive findings are made, perform the following actions:
 - 1) Turn in overages as "found on installation" property.
 - 2) Account for shortages according to AR 735-5.
 - 3) Post adjustment documents to the property book.
- (10) Perform post inventory action for COMSEC equipment inventory. COMSEC custodians will not be relieved of their responsibilities and will not depart their organization until this COMSEC account is cleared.
- (11) Perform post inventory action for a semiannual Central Issue Facility (CIF) property book inventory.
- a) Prepare a DA Form 444, Inventory Adjustment Report (IAR), IAW AR 735-5, chapter 14, for any discrepancies.
 - b) Document causative research on IAR when adjustments:
 - 1) Are sensitive items having Control Item Inventory Code (CIIC), 1-6,8,9, N, P, Q, or R and night vision devices with a Secure Equipment Code (SEC) of Y.
 - 2) Exceed one-half of 1 percent of the combined total (dollar value) of issues and turn-ins of a single LIN since last inventory.
 - 3) Are over \$500 in extended line item value.
 - 4) Do not require causative research.
 - c) Process the IAR.
 - 1) Assign a document number from nonexpendable register and post to property records.
 - 2) Send the original and first copy to approving authority within five working days after the adjustments are posted to property records.
 - 3) The approving authority for IARs is determined by the total value of gains and losses:
 - a. When IARs are \$2,500 or less, the approving authority is the commander who appointed the PBO.
 - b. When IARs are over \$2,500 but less than \$10,000, the approving authority is the commander who appointed the PBO, in the grade of O-5 or above or assigned to a position authorized grade O-5 or above.
 - c. When an IAR is ten thousand (\$10,000) or more, the approving authority is the commander who appointed the PBO, in the grade of O-6 or above or assigned to a position authorized grade O-6 or above.
 - d. Adjustments (gains and losses) for the fiscal year that exceed 2 ½ percent of the total value of the stockage allowance must be

- approved by an approving authority in the grade 0-6 or above or assigned to a position authorized grade 0-6 or above.
- e. Compute the dollar value of the stockage allowance as of the last day of the first month of the fiscal year.
 - d) Final disposition of IARs depends upon action taken by the approving authority.
 - 1) When all items listed on IAR are approved, the original copy will be returned to the PBO for filing.
 - 2) When one or more items listed on the IAR are disapproved, the approving authority will circle the item's number(s) and indicate the investigative procedure (AR 15-6 or AR 735-5) desired.
 - 3) When an AR 15-6 investigation is desired, the original copy is returned to the PBO for filing, and the approving authority initiates the investigation.
 - 4) When a report of survey is desired, the original copy is returned to the PBO with instruction to initiate a report of survey within five working days.
 - 5) Assign the same document number to DA Form 1574 or DA Form 4697 as was assigned to IAR.
 - 6) Prepare a memorandum for the PBO's signature when the inventory is completed.
 - e) File the inventory results IAW AR 25-400-2.
 - 1) Place the inventory documents in the Property Record Inspection and Inventory Report File, FN: 710-2d.
 - 2) Place copies of all adjustment documents in the Property Book and Supporting Documents File, FN: 710-2a.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Prepare for inventory.	GO	NO-GO
2. Conduct a physical inventory.	GO	NO-GO
3. Conduct post inventory procedures.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 25-400-2
- AR 190-11
- AR 710-2
- AR 735-5
- DA Pam 25-30
- DA Pam 710-2-1
- TB 380-40-22
- TB 380-41-3
- TB 380-415
- ULLS-S-4 EM

SUBJECT AREA 6: HAND RECEIPT PROCEDURES

101-92Y-1403

PREPARE HAND RECEIPTS/SUBHAND RECEIPTS

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to prepare hand receipt (HR)/subhand receipt (SHR). Given the Standard Property Book System–Redesigned (SPBS-R) download, DA Form 2062, DA Form 3161, a computer with a forms program, authorization documents, ULLS-S4, AR 710-2, AR 25-400-2 (now contains a “hot link” to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstt.htm>), DA Pam 710-2-1, FEDLOG CD-ROM, DA Pam 25-30, and local SOP.

STANDARDS

Prepare hand receipts/subhand receipts, temporary hand receipts, hand receipt annexes, and component hand receipts without errors and IAW DA Pam 710-2-1 and ULLS-S4 End User Manual (EM).

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine appropriate accountable property records to use.
 - a. Use DA Form 2062 as an HR/SHR to record the issue of nonexpendable and durable items IAW DA Pam 710-2-1.
 - b. Use DA Form 3161 as a temporary hand receipt when property is issued or loaned for a period up to 30 calendar days IAW DA Pam 710-2-1.
 - c. Use DA Form 2062 as a component hand receipt when issuing a sets, kits, and outfits (SKO) or end items with components IAW DA Pam 710-2-1 that:
 - (1) Have an individual basis of issue.
 - (2) Are to be issued to the using individual.
 - (3) Include special tools, test, measurement, and diagnostic equipment (TMDE) and other special equipment authorized by repair parts and a special tools list (RPSTL) contained in technical manuals.
 - d. Use DA Form 2062 as a hand receipt annex when an item that has components has shortages IAW DA Pam 710-2-1.
2. Prepare a DA Form 2062 as a hand receipt/subhand receipt IAW DA Pam 710-2-1.
 - a. Enter the required data.

NOTE: Make all entries except signatures in ink or by typewriter. Signatures will be handwritten in ink.

- (1) Hand Receipt/Annex Number block: Line out the words “Annex Number.”
- (2) “From” block: Enter the name of the organization, unit, section, or squad that issues the property.
- (3) “To” block:
 - a) Enter the name of the unit, section, or squad to which the property is to be issued.

- b) Enter the name and rank of the person receiving the property for quarters furniture or property of a personal nature.
- (4) Hand Receipt Number block: Enter a local designation number, which identifies the hand receipt holder of the property.
 - a) Column a:
 - 1) Enter the stock number of the item being described.
 - 2) Enter Line Item Number (LIN) to identify major end items inventoried on a cyclic basis.
 - b) Column b:
 - 1) Identify the item and include the make or model number if applicable.
 - 2) Enter the type, number, date, and changes of the publication that contains the Basic Issue Item (BII) or components.
 - 3) Enter serial/registration number when recorded on the property book.
 - c) Column c: Enter the hand receipt annex number for the item.

NOTE: If a hand receipt annex is not required, leave blank.

- d) Column d: Enter the Controlled Inventory Item Code (CIIC) of the item.
 - e) Column e: Enter the unit of issue.
 - f) Column f: Enter the quantity authorized to be on hand.
 - g) Column g: Enter the quantity to be issued in the first column.
 - (5) Sign and enter rank and date under proper quantity column and line out unused blocks.
 - (6) Provide the hand receipt holder with the second copy of DA Form 2062 for their records.
 - (7) Dispose of the hand receipt/subhand receipt IAW local SOP.
3. Prepare a DA Form 3161 as a temporary hand receipt IAW DA Pam 710-2-1.
- a. Verify that the property is controlled by the company commander or the primary hand receipt holder.
 - b. Enter the required data.

NOTE: Make all entries except signatures in ink or by typewriter. Signatures will be handwritten in ink.

- (1) Issue block: Enter "X."
- (2) Sheet No. block: Number sheets consecutively.
- (3) No. Sheets block: Enter total number of sheets.
- (4) Block 1:
 - a) Enter the name and the UIC (if applicable).
 - b) Enter the name and rank of the person receiving property.
- (5) Block 2: Enter the name and the UIC (if applicable).
- (6) Block 3: Enter "Temporary Hand Receipt."
- (7) Blocks 4-11: Leave blank.
- (8) Block 12a: Enter the item number, in sequence, for each item issued or turned in.
- (9) Block 12b: Enter the stock number of item issued or turned in.
- (10) Block 12c:
 - a) Enter a description of item.

- b) Enter serial numbers.
 - c) Enter the condition code.
 - (11) Block 12d: Enter the unit of issue.
 - (12) Block 12e: Enter the quantity to be issued.
 - (13) Block 12f: Enter "I" for each item listed.
 - (14) Block 12g: Verify that the person receiving the property enters the quantity.
 - (15) Enter "NOTHING FOLLOWS" below the last item entered on the form.
 - (16) Block 13: Enter your name, rank, date and sign this block.
 - (17) Block 14: Leave blank.
 - (18) Block 15: Verify that the person receiving the issue prints name, rank, date and signs this block.
 - (19) Provide the person receiving the property with the second copy of DA Form 3161.
 - (20) Dispose of the temporary hand receipt IAW local SOP.
4. Prepare a DA Form 2062 as a component hand receipt of an end item IAW DA Pam 710-2-1.
- a. Enter the required data.

NOTE: Make all entries in ink or by typewriter, except signatures. Signatures will be handwritten in ink.

- (1) "Hand Receipt/Annex Number" block: Line out "Annex Number."
- (2) "From" block: Enter the name of the organization, unit, or section issuing the property.
- (3) "To" block: Enter the name and rank of the person receiving the property.
- (4) "Hand Receipt Number" block: Enter a locally designed number that identifies the hand receipt holder of the property.
- (5) "End Item Stock Number" block: Enter the stock number of the end item.
- (6) "End Item Description" block: Enter a description of the end item.
- (7) "Publication Number" block: Enter a description of the publication.
- (8) "Publication Date" block: Enter the date of the publication listed in the "Publication Date" block.
- (9) "Quantity" block: Enter the number of the listing when the hand receipt is used as a component hand receipt.
 - a) Column a: Enter the stock number of the end item, followed by stock numbers of component of end item (COEI), BII, and additional authorization list (AAL) items.
 - b) Column b: Enter a description of each component of the end item.
 - c) Column c: Enter the accounting requirement code (ARC) for each item.
 - d) Column d: Enter controlled inventory item code (CIIC) of the component.
 - e) Column e: Enter the unit of issue for each item.
 - f) Column f: Enter the quantity authorized to be on hand.
 - 1) Column A: Enter quantity on hand.
 - 2) Advance all quantities to the next column when quantities change.
 - 3) Advance quantities when changing hand or subhand receipt holders.

(10) Verify that the person receiving the property signs, enters rank, and dates the proper quantity column on the last page.

(11) Dispose of the Component Hand Receipt IAW local SOP.

5. Prepare a DA Form 2062 as a component hand receipt IAW DA Pam 710-2-1.

a. Enter the required data.

NOTE: Make all entries in ink or by typewriter, except signatures. Signatures will be handwritten in ink.

(1) "Hand Receipt/Annex Number" block: Line out "Annex Number."

(2) "From" block: Enter the name of the organization, unit, or section issuing the property.

(3) "To" block: Enter the name and rank of the person receiving the property.

NOTE: TOE/MTOE/TDA/MTDA paragraph, line number, and job title may be added as optional information.

(4) "Hand Receipt Number" block: Enter a locally designed number that identifies the hand receipt holder of the property.

(5) "End Item Stock Number" block: Enter the stock number. Enter the LIN if the item has one.

(6) "End Item Description" block: Enter the description of the end item.

(7) "Publication Number" block: Enter the description of the publication that contains the BIII, COEI, AAL, mandatory discretionary components, or other components listed for the item.

(8) "Publication Date" block: Enter the date of the publication.

(9) "Quantity" block: Enter the number of the listing when the hand receipt is used as a component hand receipt.

a) Column a: Enter the stock number of all components of the end item.

b) Column b: Enter a description of each component of the end item.

c) Column c: Enter the ARC of the component.

d) Column d: Enter CIIC of the component.

e) Column e: Enter the unit of issue of the component.

f) Column f: Enter the quantity authorized to be on hand.

g) Block g: Has six columns, A through F.

1) Column A: Enter the quantity on hand for each component listed.

2) Advance all quantities to the next column when quantities change.

3) Advance quantities when changing SHRH.

(10) Dispose of the component hand receipt IAW local SOP.

6. Prepare DA Form 2062 as a hand receipt shortage annex IAW DA Pam 710-2-1.

a. Enter the required data.

(1) "Hand Receipt/Annex Number" block: Enter the consecutive annex number after the title.

(2) "From" block: Enter the same data recorded on the Hand or Subhand Receipt to which the annex applies.

(3) "To" block: Enter the same data recorded on the Hand or Subhand Receipt to which the annex applies.

- (4) "Hand Receipt Number" block: Enter the same data recorded on the Hand or Subhand Receipt to which the annex applies.
 - (5) "End Item Stock Number" block: Enter the stock number of the item for which a shortage exists and enter the LIN if the item has one.
 - (6) "End Item Description" block: Enter the description of the item for which shortage exists.
 - (7) "Publication Number" block: Enter the publication number listed for the End Item on the Hand or Subhand Receipt.
 - (8) "Publication Date" block: Enter the date of the publication listed for the End Item on the Hand or Subhand Receipt.
 - (9) "Quantity" block: Enter the number of end items to which the annex applies.
 - a) Column a: Enter the stock number of the missing end item.
 - b) Column b: Enter a description of the missing item.
 - c) Column c: Enter the ARC of the missing item.
 - d) Column d: Leave blank.
 - e) Column e: Enter the unit of issue of the missing item.
 - f) Column f: Leave blank.
 - g) Block g: Has six columns, A through F.
 - 1) Column A: Enter the quantity missing for each item listed and line out all unused blocks in columns with recorded quantities.
 - 2) Advance all quantities to the next quantity column when quantities change.
 - 3) Initial and date the "from" block on the last page under the last recorded item.
 - (10) Block 10: Enter page number and the total number of pages.
 - (11) Give the SHRH the second copy of the DA Form 2062.
 - (12) Dispose of the Hand Receipt Annex, IAW local SOP.
7. Add property Master File Records to ULLS-S4 IAW ULLS-S4 EM.
- a. Select the Hand Receipt menu from ULLS-S4 main menu.
 - b. Select Master File Update Manual.
 - c. Select Add Property Master File.
 - d. Select the applicable property book office.
 - e. Enter the following data for the Property Master File Record:
 - (1) LIN.
 - (2) Generic Nomenclature.
 - (3) Property Book Identification Code (PBIC).
 - (4) Special Reporting Indicator (SRI).
 - (5) Equipment Readiness Code (ERC).
 - (6) Authorization Document (i.e., MTOE, TDA, CTA, etc.).
 - (7) SPBS-4 Due-in Document Number (DOCNR).
 - (8) SPBS-4 Status.
 - (9) Total Due-in quantity.
 - (10) SPBS-R DOCNR-2.

- (11) SPBS-4 DOCNR-3.
- (12) Required Quantity.
- (13) Authorized Quantity.
- (14) Short/Excess Quantity.
- (15) Replenish/Turn-in Flag (non-keyed field).
- (16) Date Last Inventory.
- (17) Date Next Inventory.
- (18) User Created Record (non-keyed field).
 - a) Process the record.
- f. Add Asset Master Field Record.
 - (1) Enter National Stock Number (NSN) and process.
 - a) When the National Item Identification Number (NIIN) is on the system catalog or FEDLOG, the system extracts data.
 - 1) Nomenclature.
 - 2) Unit of Issue (UI).
 - 3) Logistics Control Code (LCC).
 - 4) Equipment Concentration Site (ECS).
 - 5) Serial Registration Requirement Code (SRRC).
 - 6) CIIC.
 - 7) Component List Designator (CL DGS).
 - 8) EI EIC.
 - 9) Weapon System End Item Code (WS EIC).
 - 10) Substitute Line Item Number (SUBLIN).
 - 11) On Hand Quantity (QTY).
 - 12) Unit Price.
 - 13) Publication (PUB) DATA.
 - b) User is required to complete all other mandatory fields when the NIIN is not on the system catalog or FEDLOG.
 - 1) Complete mandatory fields.
- g. Process record.
- h. Enter the required data for the Serial Number Master File if any of the following SRRCs are entered on the Asset Master File screen:
 - (1) Enter the required Serial Number Master File data.
 - (2) Complete option fields as required.
 - a) Support Indicator Code (SIC).
 - b) SRRC.
 - c) CL DSG.
 - d) Serial Number (NR).
 - e) Registration NR.
 - f) Component List/Lot Number.
 - g) Subhand Receipt NR.
 - h) Assigned QTY.

- i. Process record.
8. Build a Permanent Subhand Receipt Holder Record IAW ULLS-S4 EM.
 - a. Select Hand Receipt menu from the main menu.
 - b. Select SHR Holder Maintenance menu.
 - c. Select Add Permanent Subhand Receipt Holder option.
 - (1) Enter the following data, as required.
 - a) SHR Number: Subhand Receipt Number assigned to the SHRH.
- NOTE:** Enter CDR for Commander.
 - b) Name: Name of the SHRH.
 - c) SSN: Social Security Number of the SHRH (optional entry).
 - d) Rank: Rank of SHRH.
 - e) Duty Section: Duty Section of the SHRH.
 - f) Address: Address of SHRH.
 - g) Installation/APO: Installation/Army Post Office of SHRH.
 - h) Phone: Area code and phone number of SHRH.
 - i) ALT Phone: Alternate phone number of SHRH.
 - j) Last Inventory: Date of last inventory.
 - k) Next Inventory: Date of next scheduled SHR.
 - l) Return Date: Return date of SHR inventory (Temp SHR only).
 - m) Supervisor's Name: Name of immediate supervisor.
 - n) Supervisor's Rank: Rank of immediate supervisor.
- d. Process the record.
- e. Verify a Subhand Receipt Holder Record.
 - (1) Select Subhand Receipt Holder Maintenance menu.
 - (2) Select "View Subhand Receipt Holder Record."
 - a) Select the desired record to view.
 - b) Verify that the data is correct.
- f. Print a Subhand Receipt Holder Report.
 - (1) Select Subhand Receipt Holder Maintenance menu.
 - (2) Select Print Subhand Receipt Holder Report option and process.
 - (3) Review the SHRH Report.
 - (4) Dispose of the SHRH Report IAW local SOP.
9. Build a Temporary Subhand Receipt Holder Record IAW ULLS-S4 EM.
 - a. Select the Hand Receipt menu from the main menu.
 - b. Select the SHR Holder Maintenance menu.
 - c. Select "Add Temporary Subhand Receipt Holder."
 - d. Enter the following data, as required.
 - (1) Enter Subhand Receipt Number assigned to the SHRH.
 - (2) Enter name of the SHRH.
 - (3) Enter Social Security Number of the SHRH (optional entry).
 - (4) Enter rank of SHRH.

- (5) Duty Section of the SHRH.
 - (6) Enter address of SHRH.
 - (7) Enter Installation/Army Post Office of SHRH.
 - (8) Enter area code and phone number of SHRH.
 - (9) Enter alternate phone number of SHRH.
 - (10) Enter date of last inventory.
 - (11) Enter date of next scheduled SHR.
 - (12) Enter return date of SHR inventory (temp SHR only).
 - (13) Enter name of immediate supervisor.
 - (14) Supervisor's Rank: Enter rank of immediate supervisor.
- e. Process record.
10. Reassign property to SHRH IAW ULLS-S4 EM.
- a. Select the Hand Receipt menu from the main menu.
 - b. Select Assign Subhand Receipts menu.
 - (1) Select Multiple Property Items option.
 - a) Select the applicable PBO.
 - b) Select the desired losing SHRH.
 - c) Select the LIN for each item to be reassigned.
 - d) Select the gaining SHR Number.
 - e) Enter the quantity to be reassigned.
 - (2) Process the record.
 - (3) Repeat step (e) for each tagged item with a quantity greater than one.
 - (4) Answer Y to the "Print a Change Document" prompt.
 - (5) Review the Change Document.
 - (6) Dispose of the Change Document Issue Report IAW local SOP.
 - c. Select All Property Items.
 - (1) Select the applicable PBO.
 - (2) Select the losing SHRH.
 - (3) Select the gaining SHRH.
 - d. Process the Change Document Report.
 - (1) Answer Y to the "Print a Change Document" prompt.
 - (2) Review the Change Document.
 - (3) Dispose of the Change Document Report IAW local SOP.
 - e. Print a Subhand Receipt.
 - (1) Select "Assign Subhand Report" from the Hand Receipt menu.
 - (2) Select Single Subhand Receipt option.
 - (3) Select the applicable PBO.
 - (4) Select the SHRH.
 - (5) Review the SHR Report.
 - (6) Dispose of the SHR Report IAW local SOP.
 - f. Print All Subhand Receipts menu.

- (1) Select "Assign Subhand Report" from the Hand Receipt menu.
 - (2) Select All Subhand Receipt option.
 - (3) Select the applicable PBO.
 - (4) Process the record.
 - (5) Review the SHR Report
 - (6) Dispose of the SHR Report IAW local SOP.
11. Create an Automated Master Component List for an End Item IAW ULLS-S4 EM.
- a. Load a Master Component List from diskette.
 - (1) Select Component List menu from the main menu.
 - (2) Select Component Master File Maintenance menu.
 - (3) Select Load Master Component List option.
 - (4) Select the correct floppy drive.
 - (5) Select each Master Component List to be loaded.
 - (6) Process the records.
 - (7) Answer the prompts to process all Component Lists.
 - b. Add a Master Component List Record.
 - (1) Select Component Master File Maintenance menu.
 - (2) Select Add Master Component Records option.
 - (3) Select End Item Records option.
 - (4) Enter the End Item NSN.
 - a) If the NSN is not on the system catalog or FEDLOG, build a catalog record by entering the following data:
 - 1) Nomenclature.
 - 2) Publication Number.
 - 3) Publication Date.
 - b) If the NSN is on the system catalog or FEDLOG, the system extracts the data to complete the EI record.
 - (5) Process the End Item record.
 - (6) Select an Existing MCL option to add component/sub-component records.
 - (7) Select the End Item NSN MCL to be copied to the new End Item MCL.
 - (8) Select Add Components to this MCL option.
 - a) Enter the Component NSN.
 - 1) If the NSN is not on the system catalog or FEDLOG, build a catalog record by entering the following data:
 - a. Nomenclature.
 - b. Accounting Requirement Code.
 - c. Controlled Inventory Item Code (CIIC).
 - d. Unit of Issue.
 - e. Authorized Quantity.
 - f. Component Type.
 - g. Serial Number Flag.

- 2) If the NSN is on the system catalog or FEDLOG, the system extracts the data to complete the EI record.
 - b) Process record.
 - c) Select Y to the "Add a Sub-component for this Component" prompt.
 - d) Enter the Sub-component NSN.
 - 1) If the NSN is not on the system catalog or FEDLOG, build a catalog record by entering the following data:
 - a. Nomenclature.
 - b. Accounting Requirement Code.
 - c. Controlled Inventory Item Code (CIIC).
 - d. Unit of Issue.
 - e. Authorized Quantity.
 - f. Component Type.
 - g. Serial Number Flag.
 - 2) If the NSN is on the system catalog or FEDLOG, the system extracts the data to complete the EI record.
 - e) Process the record.
 - f) Add any additional sub-components to the Component List as required.
 - c. Reconcile Master Component Lists.
 - (1) Select Master Component List Reconciliation option from the Component Master File Maintenance menu.
 - (2) Review MCL Delete Listing.
 - (3) Dispose of the MCL Listing IAW local SOP.
 - d. Print Master Component List Records.
 - (1) Select All NSNs option.
 - a) Review MCL records.
 - b) Dispose of MCL records IAW local SOP.
 - (2) Select Selective NSNs option.
 - a) Select each NSN MCL to be printed.
 - 1) Review MCL records.
 - 2) Dispose of MCL records IAW local SOP.
 - 3) Select End Item NSNs Only option.
 - a. Review End Item NSN report.
 - b. Dispose of End Item NSN report IAW local SOP.
12. Establish Component Shortage/Excess Records IAW ULLS-S4 EM.
 - a. Post Component Shortage/Excess Records.
 - (1) Select Shortage/Excess Maintenance/Replenishment menu from the Component List menu.
 - (2) Select Shortage/Excess Record Maintenance option.
 - (3) Select the appropriate PBO.
 - (4) Select the Component List Asset Record.
 - (5) Select Component NSN Record.

- a) Enter the inventory quantity.
 - b) Process the record.
 - b. View Component/Sub-component Shortage and Excess Reports.
 - (1) View Shortages by End Item.
 - a) Select Shortages by End Item option.
 - b) Select the appropriate PBO.
 - c) Review Component Shortage Report on the monitor.
 - d) Escape to the Shortage Excess Maintenance menu.
 - (2) View Shortages by SHR Number.
 - a) Select Shortages by SHR Number option.
 - b) Select the appropriate PBO.
 - c) Select Subhand Receipt Holder.
 - d) Review Component Shortage Report on the monitor.
 - e) Escape to the Shortage Excess Maintenance menu.
 - (3) View Excesses.
 - a) Select the Excesses option.
 - b) Select the appropriate PBO.
 - c) Review the Component Excess Report on the monitor.
 - d) Escape to the Shortage Excess Maintenance menu.
 - c. Print Component/Sub-component Shortage and Excess Reports.
 - (1) Print Shortages by End Item.
 - a) Select Shortages by End Item option.
 - b) Select the appropriate PBO.
 - (2) Print Shortages by SHR Number option.
 - a) Select the appropriate PBO.
 - b) Select Subhand Receipt Holder.
 - (3) Print Excesses.
 - a) Select the Excesses option.
 - b) Select the appropriate PBO.
- 13. Assign Serial Numbers to Component Subhand Receipts IAW ULLS-S4 EM.
 - a. Select Component Serial Number Maintenance from the Component List menu.
 - b. Select the Add option.
 - (1) Select the applicable PBO.
 - (2) Select the CL Number List for the End Item SKO.
 - (3) Select the component/sub-component item to have serial number(s) added.
 - a) Enter the component serial number for the selected component or sub-component.
 - c. Process the record.
 - d. Add any additional component/sub-component serial numbers as required.
- 14. Print Component/Sub-component Hand Receipts for SHRH, IAW ULLS-S4 EM.
 - a. Select the Print Component SHR menu from the Component List menu.

- b. Select All Component SHR option.
 - (1) Select the appropriate SHRH.
 - (2) Review the Component Subhand Receipt.
 - (3) Verify that the inventory of the components has been accomplished.
 - (4) Post changes to the Component Subhand Receipt records as required.
 - (5) Print new Component Subhand Receipts as required.
 - (6) Obtain signature of SHRH.
 - (7) Dispose of Component Subhand Receipts IAW local SOP.
 - c. Select Selected Component SHR option.
 - (1) Select the appropriate SHRH.
 - (2) Select the Component List for the EI to be printed.
 - (3) Review the Component Subhand Receipt.
 - (4) Verify that the inventory of the components has been accomplished.
 - (5) Post changes to the Component Subhand Receipt records as required.
 - (6) Print new Component Subhand Receipts as required.
 - (7) Obtain signature of SHRH.
 - (8) Dispose of Component Subhand Receipts IAW local SOP.
15. Copy MCL to diskette for other ULLS-S4 to load and use IAW ULLS-S4 EM.
- a. Select Send Component Master File menu from the Component List menu.
 - b. Select Full Component Download to Diskette option.
 - c. Select the drive.
 - d. Process the download of MCL.
 - e. Select Tag Components to Download to Diskette option.
 - (1) Select the appropriate MCL to send.
 - (2) Select the drive.
 - f. Process the download of the MCL.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Determine appropriate accountable property records to use.	GO	NO-GO
2. Prepare DA Form 2062 as a hand receipt/subhand receipt IAW DA Pam 710-2-1.	GO	NO-GO
3. Prepare DA Form 3161 as a temporary hand receipt IAW DA Pam 710-2-1.	GO	NO-GO
4. Prepare DA Form 2062 as a component hand receipt of an end item IAW DA Pam 710-2-1.	GO	NO-GO
5. Prepare DA Form 2062 as a component hand receipt IAW DA Pam 710-2-1.	GO	NO-GO
6. Prepare DA Form 2062 as a hand receipt shortage annex IAW DA Pam 710-2-1.	GO	NO-GO
7. Add property master file records to ULLS-S4 IAW. ULLS-S4 EM.	GO	NO-GO

8.	Build a permanent subhand receipt holder record IAW ULLS-S4 EM.	GO	NO-GO
9.	Build a temporary subhand receipt holder record IAW ULLS-S4 EM.	GO	NO-GO
10.	Reassign property to SHRH IAW ULLS-S4 EM.	GO	NO-GO
11.	Create an automated master component list for an end item IAW ULLS-S4 EM.	GO	NO-GO
12.	Establish component shortage/excess records IAW ULLS-S4 EM.	GO	NO-GO
13.	Assign serial numbers to component subhand receipts IAW ULLS-S4 EM.	GO	NO-GO
14.	Print component/sub-component hand receipts for SHRH IAW ULLS-S4 EM.	GO	NO-GO
15.	Copy MCL to diskette for other ULLS-S4 to load and use IAW ULLS-S4 EM.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400
 AR 710-2
 DA Pam 25-30
 DA Pam 710-2-1
 FEDLOG CD-ROM
 ULLS-S4 EM

101-92Y-1404
MAINTAIN HAND RECEIPTS/SUBHAND RECEIPTS

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to maintain hand receipts/subhand receipts. Given hand/subhand receipt files, hand receipt annex files, component hand receipt files, authorization documents, a computer loaded with local forms programs, ULLS-S4, DA Form 3161, DA Form 2062, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), and DA Pam 710-2-1.

STANDARDS

Maintain hand receipts/subhand receipts, temporary hand receipts, hand receipt annexes, and component hand receipts without errors or loss of property accountability, IAW AR 25-400-2, DA Pam 710-2-1, and ULLS-S4 EM.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Prepare hand receipt adjustment documents IAW DA Pam 710-2-1 and ULLS-S4 EM.
 - a. Receive property from a source of supply (SOS).
 - (1) Verify that the supplies belong to your unit.
 - (2) Verify that item matches the description on the receipt document.
 - (3) Verify that quantity received agrees with quantity on receipt document.
 - (4) Inventory supplies IAW appropriate technical manual (TM), supply catalog (SC), or packing list.
 - (5) Verify serial numbers.
 - (6) Make a visual check of the condition of the item.
 - (7) Sign the receipt document.
 - (8) Obtain a copy of the receipt document.
 - (9) Post receipts to the document register or ULLS-S4 document control register (DCR), if applicable.
 - (10) Place ULLS-S4 generated change documents into the suspense file until issue.
 - (11) File the annotated SOS receipt document IAW local SOP.
 - b. Issue property to a hand receipt/subhand receipt holder using a change document.
 - (1) Determine which hand receipt/subhand receipt holder is authorized the item.
 - (2) Prepare DA Form 3161 as a change document or use the ULLS-S4 generated change document to issue the property.
 - (3) Inventory item with the hand receipt/subhand receipt holder IAW appropriate TM, SC, or packing list.
 - (4) Verify serial numbers.
 - (5) Obtain signature of the hand receipt/subhand receipt holder.
 - (6) File the change document in the hand receipt/subhand receipt holder's file.
 - c. Turn in property to SOS.

- (1) Obtain technical inspection documentation, DA Form 2404, and DA Form 2407 from maintenance activity.
- (2) Inventory equipment IAW DA Form 2062 and appropriate TM, SC, or packing list.
- (3) Account for identified shortages on shortage list or IAW local SOP.
- (4) Prepare DA Form 2765-1 as a turn-in document or process a request for turn-in using ULLS-S4.
- (5) Obtain a document number for the turn-in document.

NOTE: ULLS-S-4 will generate document numbers for durable and expendable items. Supporting property book office must provide turn-in document number for nonexpendable items.

- (6) Turn in property to the supporting SOS.
 - (7) Verify inventory of property with the receiving SOS.
 - (8) Obtain signature of the person receiving the property on the turn-in document.
 - (9) Obtain a copy of the receipt document.
 - (10) Post receipt to the document register, if applicable.
 - (11) Provide supporting PBO a copy of the turn-in document for nonexpendable items.
 - (12) Post to hand receipt/subhand receipt holder file using the change document.
 - (13) File the annotated receipt document IAW local SOP.
- d. Post change documents to hand receipt/subhand receipts at least every six months based on the date of the oldest change document.
- (1) Record the new quantity.

NOTE: Compare all change documents when an issue or turn-in has been made for the same item.

- (2) Draw a line through the quantity column if balance is zero.
 - (3) Draw a line through the serial number for items turned in.
 - (4) Enter the new serial number if recorded on the property book.
 - (5) Advance all quantities to the next column.
- e. Post inventory quantity/change document to component subhand receipt, if applicable.
- f. Post change document to hand receipt annex, if applicable.
- g. Print new ULLS-S4 subhand receipts and component subhand receipts as required.
- h. Obtain signatures on subhand receipts and component subhand receipts as required.
- i. File hand receipts/subhand receipts in the appropriate unit supply file.
- j. Dispose of change documents IAW DA Pam 710-2-1.
2. Conduct SPBS-R update IAW ULLS-S4 EM.
- a. Obtain SPBS-R download diskette from supporting PBO.
 - b. Perform SPBS-R download.
 - c. Print Change Candidate Report.
 - d. Review Change Candidate Report.
 - e. Reconcile differences, if required, with supporting PBO.
 - f. Dispose of SPBS-R Property Change Report IAW local SOP.

3. Update manual master file records IAW ULLS-S4 EM.
 - a. Modify manual master file records as required.
 - b. Modify asset record as required.
 - c. Modify the serial number for the asset selected as required.
 - d. Delete manual master file records.
 - (1) Review the Deletion Report.
 - (2) Dispose of the Deletion Report IAW local SOP.
4. Update component master file records IAW ULLS-S4 EM.
 - a. Modify master component list end item record.
 - b. Modify component to an existing end item.
 - c. Modify sub-component to an existing component.
 - d. Delete an end item record.
 - e. Delete component to an existing end item.
 - f. Delete sub-component to an existing component.
 - g. Update component serial number records as required.
 - (1) Add component serial number records.
 - (2) Modify component serial number records.
 - (3) Delete component serial number records.
 - (4) Review the serial number deletion report.
 - (5) Dispose of the report IAW local SOP.
 - h. Print master component record report.
 - (1) Print all NSN records, if required.
 - (2) Print selective master component records as required.
 - i. Review the master component record report.
 - j. Dispose of the report IAW local SOP.
5. Update shortage/excess records IAW ULLS-S4 EM.
 - a. Post inventory quantity to the component master file records.
 - b. Update component shortage records.
 - c. Update component excess records.
 - d. Print shortages by End Item Report.
 - (1) Review the report.
 - (2) Dispose of the report IAW local SOP.
 - e. Print shortages by Subhand Receipt Number Report.
 - (1) Review the report.
 - (2) Dispose of the report IAW local SOP.
 - f. Print Excesses Report.
 - (1) Review the report.
 - (2) Dispose of the report IAW local SOP.
6. Transfer property to a new hand receipt/subhand receipt holder IAW ULLS-S4 EM.
 - a. Add a new subhand receipt holder.
 - b. Update property records for the property assigned to the old subhand receipt holder.

- c. Assign property items to the new subhand receipt holder.
 - d. Review change documents.
 - e. Verify that the property has been inventoried by the old and new subhand receipt holders.
 - f. Post quantity changes to hand receipts/subhand receipts and component subhand receipts.
 - g. Print new hand receipts and component subhand receipts as required.
 - h. Obtain signatures on new documents.
 - i. Delete old subhand receipt holder record.
 - j. Dispose of documents IAW local SOP.
7. Update ULLS-S4 property records for change of command/hand receipt holder IAW ULLS-S4 EM.
- a. Prepare property records for inventory.
 - (1) Obtain SPBS-R download file.
 - (2) Perform SPBS-R download.
 - (3) Reconcile property differences with supporting PBO.
 - (4) Transfer property between subhand receipt holders.
 - (5) Post adjustments to component hand receipts/subhand receipts.
 - (6) Modify commander's hand receipt/subhand receipt record.
 - (7) Modify commander's security accesses record.
 - (8) Modify unit parameter record.
 - b. Print new hand receipts/subhand receipts for all hand receipt holders.
 - c. Print component subhand receipts.
 - d. Verify property during inventory.
 - e. Post inventory adjustments.
 - f. Print new subhand receipts as required.
 - g. Print new component subhand receipts as required.
 - h. Obtain signatures on hand receipts and component subhand receipts as required.
 - i. Prepare adjustment documents as required.
 - j. Post adjustment documents as required.
 - k. Dispose of hand receipts/subhand receipts and component subhand receipts IAW local SOP.
 - l. Process request for issue for shortages as required.
 - m. Process request for turn-in for excess as required.
 - n. Process request for disposition of nonexpendable property as required.
 - o. Process request for cancellation as required.
8. Prepare Asset Visibility Report IAW ULLS-S4 EM.
- a. Run property master reconciliation process.
 - b. Review the property reconciliation report.
 - c. Reconcile property differences with the PBO.
 - d. Dispose of the report IAW local SOP.
 - e. Print Asset Visibility Report by LIN (line item number) or for all LINs.

- f. Review the Asset Visibility Report.
- g. Dispose of the report IAW local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Prepare hand receipt adjustment documents.	GO	NO-GO
2. Conduct SPBS-R update.	GO	NO-GO
3. Update manual master file records.	GO	NO-GO
4. Update component master file records.	GO	NO-GO
5. Update shortage/excess records.	GO	NO-GO
6. Transfer property to new hand receipt/subhand receipt holder.	GO	NO-GO
7. Update ULLS-S4 property records for change of command/hand receipt holder.	GO	NO-GO
8. Prepare Asset Visibility Report.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 25-400-2
- DA Pam 710-2-1
- ULLS-S4 EM

101-92Y-1004
ESTABLISH ULLS-S4 PROPERTY ORIGIN RECORD

CONDITIONS

Assigned as a unit supply specialist in the unit supply room, in a field or garrison environment, and given the requirement to establish a ULLS-S4 property origin record, ULLS-S4, and the unit's local SOP.

STANDARDS

Create property origin records for each property book office in correct sequence IAW ULLS-S4 End User Manual (EM) and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Identify property books supporting ULLS-S4 IAW the unit's local SOP and ULLS-S4 EM.
2. Add ULLS-S4 property origin record for each supporting property book IAW ULLS-S4 EM.
 - a. Select the Hand Receipt menu option from the S4 main menu.
 - b. Select the Property Origin Maintenance option.
 - c. Select the Add a Property Origin Record option.
 - d. Enter PBO name and description.
 - e. Enter Support Indicator Code (SIC).
 - f. Enter property book file ID from the Standard Property Book System-Redesign (SPBS-R).
 - g. Process the record.
3. Modify property origin record IAW the unit's local SOP, a directive memorandum, and ULLS-S4 EM.
 - a. Select the Hand Receipt menu option from the ULLS-S4 main menu.
 - b. Select the Property Origin Maintenance option.
 - c. Select the Modify a Property Origin Record option.
 - d. Select SIC for PBO to be modified.
 - e. Make corrections to the property book file ID.
 - f. Process the record.
4. Delete property origin record IAW the unit's local SOP, a directive memorandum, and ULLS-S4 EM.
 - a. Select the Hand Receipt menu from the ULLS-S4 main menu.
 - b. Select the Property Origin Maintenance option.
 - c. Select the Delete a Property Origin Record option.
 - d. Select a record to be deleted. Select Y to Y/N prompt to delete the record.
 - e. Process deletion of record.
 - f. File the Property Origin Deletion Report in unit supply files.

5. Print property origin record IAW the unit's local SOP and ULLS-S4 EM.
 - a. Select the Hand Receipt menu option from the ULLS-S4 main menu.
 - b. Select the Property Origin Maintenance option.
 - c. Select Print Property Origin Report.
 - d. File Property Origin Report in unit supply files.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

1. Identify property books supporting ULLS-S4.	GO	NO-GO
2. Add property origin record for each supporting property book.	GO	NO-GO
3. Modify property origin record.	GO	NO-GO
4. Delete property origin record.	GO	NO-GO
5. Print property origin record.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

Local SOP
ULLS-S4 EM

101-92Y-1008
PERFORM STANDARD PROPERTY BOOK
SYSTEM-REDESIGN (SPBS-R)

CONDITIONS

Assigned as a unit supply specialist in the unit supply room, under the supervision of the unit supply sergeant, and given ULLS-S4, a ULLS-S4 End User Manual (EM), the unit's local SOP, and a Standard Property Book System-Redesign (SPBS-R) download disk.

STANDARDS

Perform a correct SPBS-R download.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Run Automated Hand Receipt download.
 - a. Select the Hand Receipt menu from the S4 main menu.
 - b. Select the Auto Load Hand Receipt option.
 - c. Select the Load SPBS-R Diskette option.
 - d. Select property book office SIC.
 - e. Select disk drive.
 - f. Process property files download.
2. Print Change Candidate Report IAW ULLS-S4 EM, paragraph 5.3.
 - a. Select Print Change Candidate Report option.
 - b. Process Change Candidate Report.
 - c. Review Change Candidate Report.
 - d. File report in unit supply files until next update.
3. Process Automated Property Master File Update IAW ULLS-S4 EM, paragraph 5.3.
 - a. Select Automated Property Master Update option.
 - b. Review SPBS-R Initial Load Report.
 - c. File report in the unit supply files until next update.
4. Print SPBS-R Diskette IAW ULLS-S4 EM, paragraph 5.3.
 - a. Select SPBS-R Diskette option.
 - b. View SPBS-R processed records.
 - c. File report until next update.
5. Process Property Master Reconciliation IAW ULLS-S4 EM, paragraph 5.3.
 - a. Select Property Master Reconciliation option.
 - b. Select property book origin SIC to be reconciled.
 - c. Review Property Reconciliation Report.
 - d. Reconcile on-hand property assigned and correct imbalances, if required.
 - e. File report as required.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

1. Run Auto Load Hand Receipt download.	GO	NO-GO
2. Print Change Candidate Report.	GO	NO-GO
3. Process Automated Property Master Update.	GO	NO-GO
4. Print SPBS-R diskette.	GO	NO-GO
5. Process Property Master Reconciliation.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

Local SOP
SPBS-R
ULLS-S4
ULLS-S4 EM

SUBJECT AREA 7: SMALL ARMS ORGANIZATIONAL MAINTENANCE PROCEDURES

101-92Y-1204

PERFORM ORGANIZATIONAL MAINTENANCE ON SMALL ARMS

CONDITIONS

Assigned as the unit supply specialist in a field or garrison environment and given the requirement to perform organizational maintenance on small arms. Given local SOP, appropriate regulations, DD Form 314, AWCMF 452, DA Form 2404, DA Form 2407, an armor tool kit, safety equipment, cleaning equipment; cleaner, lubricant, and preservative (CLP); spare parts, and weapons.

STANDARDS

Perform organizational maintenance on small arms weapons IAW AR 25-400-2, DA Pam 738-750, TM 9-1005-201-10, TM 9-1005-201-23&P, TM 9-1005-213-23, TM 9-1005-213-10, TM 9-1005-317-10, TM 9-1005-317-23&P, TM 9-1005-319-10, TM 9-1005-319-23&P, TM 9-1005-224-10, TM 9-1005-224-24, TM 9-1010-230-10, TM 9-1010-230-23&P, and local SOP, without losing accountability.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Prepare DD Form 314 IAW DA Pam 738-750.
 - a. DD Form 314 is a record of scheduled and performed unit maintenance including lubrication services. It also keeps up with non-mission capable (NMCM/NMCS) time, except for missile system/missile subsystem and FAA flight check data of ATC navigational aids.
 - b. The ULLS-G system has an automated preventive maintenance schedule listing AWCMF 452 in lieu of DD Form 314. Submit all serial numbers for the weapons to the maintenance section and post serial numbers to the ULLS-G system.
 - c. DD form 314 is used to:
 - (1) Schedule periodic services on equipment, to include components in a system or subsystem, when the TM requires preventive maintenance checks and services (PMCS) to be performed by unit maintenance personnel.
 - (2) Schedule the following services performed under the supervision of unit maintenance personnel.
 - a) Schedule all non-operator services one service in advance.
 - b) Check the DD Form 314 or the AWCMF 452 listing to verify that annual direct support (DS), safety and serviceability inspection, and gauging has been performed. Schedule the next gauging and inspection. If annual gauging has not been performed within the last year, the weapons are not fully mission capable. Notify support maintenance for appointment.
 - c) Record in the "remarks" block date, time, miles, and hours due for a scheduled service that falls in the following year.
 - d) Schedule services on the next working day when weekends and holidays are marked out.

- e) Use the following symbols to show the type of service scheduled:
 - 1) T: any test.
 - 2) I: any inspection.
 - 3) L: lubrication.
 - 4) R: recoil exercise.
 - 5) W: weekly service.
 - 6) M: monthly (one month) service.
 - 7) Q: quarterly (three months) service.
 - 8) S: semiannual (six months) service.
 - 9) A: annual (one year) (12 months) service.
 - 10) E: 18 months service.
 - 11) B: biennial (two years) service.
 - 12) F: quadrennial (four years) service.
 - 13) H: tire rotation/inspection.
 - 14) Z: oil sampling.
- d. Disposition of DD Form 314 is as follows:
 - (1) Use DD Form 314 for one year for equipment reported under AR 700-138. It can be used for two years on non-reportable equipment.
 - (2) Destroy completed form after transferring needed information to a new form.
 - (3) Transfer the following information from these blocks.
 - a) Registration number.
 - b) Administrative number.
 - c) Nomenclature.
 - d) Model.
 - e) Assigned to.
 - f) Remarks
 - 1) NMCM/NMCS data for the current report.
 - 2) Hour meter or odometer change information.
 - 3) Symbols.
 - 4) Any other needed maintenance data.
 - g) Schedule, in pencil, any services needed.
 - (4) The current DD Form 314 will go with the equipment when it is transferred.
 - (5) The losing unit will keep a record of the NMCM/NMCS time for the current report period up to the day the equipment was dropped from the property book.
 - (6) Destroy DD Form 314 when the equipment is sent to salvage.
 - (7) The losing unit will keep a record of NMCM/NMCS time for the current report period.
- 2. Prepare DA Form 2404 IAW DA Pam 738-750.
 - a. The DA Form 2404 has three major purposes:
 - (1) Operator and crew.
 - (2) First-line leaders.
 - (3) Maintenance supervisors.

- b. The commander is equally responsible for keeping information current and correct on DA Form 2404.
 - c. DA Form 2404 is a record of faults found during an inspection.
 - (1) PMCS.
 - (2) Maintenance services.
 - (3) Diagnostic checks.
 - (4) Technical evaluation.
 - d. To inspect several like items of equipment, use one DA Form 2404 (i.e., use one DA Form 2404 to inspect 25 M16A2 rifles).
 - e. Used as a temporary record of required and completed maintenance.
 - f. Used to list faults that the operator or crew cannot fix, and to list parts to replace.
 - g. Used by unit maintenance during periodic services to list all faults found and actions taken to fix faults.
 - h. Weapons are required to have quarterly preventive maintenance services.
 - i. Fill out DA Form 2404.
 - (1) Block 1: Enter the name of the unit.
 - (2) Block 2: Enter the nomenclature and model.
 - (3) Block 3: Enter registration number, serial number, and national stock number (NSN).
 - (4) Block 5: Enter date.
 - (5) Block 6: Enter type of inspection.
 - (6) Block 7: Enter TM number and TM date.
 - (7) Block 8a: Enter signature of person performing inspection
 - (8) Block 9a: Enter signature of the maintenance supervisor.
 - (9) Column a: Enter the TM item number.
 - (10) Column b: Enter the status symbol that applies to the fault or deficiency.
 - (11) Column c: Briefly describe uncorrected faults.
 - (12) Column d: Explain corrective action taken.
 - (13) Column e: Enter the initials of the person taking the corrective action.
 - j. The disposition of DA Form 2404 is as follows:
 - (1) The DA Form 2404 will be kept in files until it is completed, if no faults have been found.
 - (2) If faults are found during an operator's or crew's PMCS, the form will be given to the maintenance supervisor for action.
 - (3) Maintenance supervisor will review all DA Forms 2404 prior to destruction to verify that all corrective actions have been completed.
 - (4) Transfer faults that must be fixed at support maintenance to DA Form 2407 and attach DA Form 2404.
 - (5) The DA Form 2404 used for scheduled service will be kept on file for quality control until the next service is performed.
 - (6) DA Form 2404 used for technical inspection will stay with the item until all maintenance is performed or item is disposed.
3. Prepare DA Form 2407 IAW DA Pam 738-750.

- a. Use DA Form 2407 as follows:
 - (1) Request support maintenance to include the following:
 - a) Request that a modification work order (MWO) be applied. The support, depot maintenance, or commercial contractor normally applies MWOs.
 - b) Report applied MWOs on end items, installed components, and uninstalled components.
 - c) Report an MWO against an end item when a modified component replaces uninstalled components.
 - b. Fill out DA Form 2407.
 - (1) Block 1a: Enter unit identification code (UIC) of the customer that owns the equipment.
 - (2) Block 1b: Enter customer and unit name.
 - (3) Block 1c: Enter phone number of the unit identified by the UIC.
 - (4) Block 2b: Enter utilization code.
 - (5) Block 2c: Print "yes" or "Y" if the item is a materiel condition status reporting (MCSR) item.
 - (6) Block 5: Enter type maintenance request code.
 - (7) Block 6: Enter the identification code.
 - (8) Block 7: Enter the national stock number (NSN) or appropriate number identified in Block 6.
 - (9) Block 8: Enter model number.
 - (10) Block 9: Enter noun nomenclature of item.
 - (11) Block 10a: Enter organization work order number or organization document number.
 - (12) Enter the end item code (EIC).
 - (13) Block 11: Enter the serial number.
 - a) Block 9: Enter the serial number of the item.
 - b) For non-tactical wheeled vehicles, use the registration number.
 - c) For ammunition, use the lot number.
 - d) Leave blank if the form is used for more than one item.
 - e) Leave blank if the equipment has more than one serial number.
 - f) Mandatory entry if equipment is inoperative (INOP).
 - g) Block 12: Enter the number of items.
- NOTE:** Must be only one item listed if equipment is reportable under AR 700-138 and is NMC.
- h) Block 13: Enter the priority designator (PD).
 - i) Block 14: Enter the malfunction description.
 - j) Block 23: Enter the signature of the commander or commander's designated representative.
 - k) Block 24: Describe deficiencies or symptoms.
 - l) Block 25: Enter remarks.
 - m) Block 34a: Enter the name and initials of the person submitting DA Form 2407.

- n) Block 34b: Enter the original ordinal date the form was given to support.
- c. The disposition of DA Form 2407 is as follows:
 - (1) Destroy receipt copy one when the equipment goes back to the owning unit.
 - (2) Destroy organization copy four.
 - (3) The maintenance activity keeps file copy five until the next MWO validation.
- 4. Perform organizational maintenance on pistol semiautomatic 9mm M9 IAW TM 9-1005-317-10, TM 9-1005-317-23&P, and DA Pam 738-750.
 - a. Safety requirements:
 - (1) Clear weapon. (Refer to TM 9-1005-317-10 operator's manual for detailed instructions.)
 - (2) Wear safety goggles.
 - (3) Tool and special tools includes only the standard tool set applicable to the procedure.
 - (4) Carry the M9 shoulder high with muzzle pointed upward and index finger placed along the assembly.
 - b. Disassemble the M9 pistol.
 - (1) Clear weapon. (Refer to TM 9-1005-317-10 operator's manual for detailed instructions.)
 - (2) Allow slide to return fully forward.
 - (3) Hold pistol in the right hand with muzzle slightly elevated.
 - (4) With forefinger, press disassembly lever release button.
 - (5) With thumb, rotate disassembly lever downward until it stops.
 - (6) Pull the slide and barrel assembly forward and remove.
 - (7) Slightly compress recoil spring and spring guide, while at the same time lifting and removing recoil spring and spring guide.
 - (8) Allow the recoil spring to expand slowly.
 - (9) Separate recoil spring from spring guide.
 - (10) Push in on locking blocking plunger while pushing barrel forward slightly.
 - (11) Lift and remove locking block and barrel assembly from slide.
 - c. Check weapons for serviceability.
 - d. Perform cleaning and lubrication.
 - (1) Use Break Free CLP\lubricating oil, weapons, semi-fluid (LSA) to lubricate weapon.
 - (2) Clean with soft cloth and weapon cleaning kit.
 - (3) Wipe dry with a cloth and apply a light coat of CLP/LSA.
 - (4) Refer to TM 9-1005-317-10 for detailed cleaning and lubrication instruction.
 - e. Reassemble the M9 pistol.
 - (1) Grasp the slide with the bottom facing up. With the other hand, grasp the barrel assembly with the locking block facing up.
 - (2) Insert muzzle of the barrel assembly into the forward open end of the slide. At the same time, lower the rear of the barrel assembly by aligning the extractor cutout with the extractor. The locking block will fall into locked position in the slide.
 - (3) Insert recoil spring onto spring guide.

NOTE OF CAUTION: During spring insertion, spring tension must be maintained until spring guide is fully seated onto the cutaway on the locking block.

- (4) Insert end of recoil spring and recoil spring guide into slide recoil housing. At the same time, compress the recoil spring and lower the spring guide until fully seated onto the locking block cutaway.

NOTE OF CAUTION: If the hammer is cocked, carefully and manually lower the hammer. Do not pull trigger while placing the slide onto the receiver.

- (5) Grasp the slide and barrel assembly, sights up, and align the slide onto the receiver assembly guide rails.
 - (6) Push until the rear of the slide is a short distance beyond the rear of the receiver assembly and hold. At the same time, rotate the disassembly latch lever upward. A click indicates a positive lock.
- f. Perform function check:
- (1) Clear the pistol in accordance with the unloading procedures.
 - (2) Depress the slide stop, letting the slide go forward.
 - (3) Insert an empty magazine into the pistol.
 - (4) Retract the slide fully and release it. The slide should lock to the rear.
 - (5) Depress the magazine release button and remove the magazine.
 - (6) Ensure that the decocking/safety lever is in the SAFE position.
 - (7) Depress the slide stop. When the slide goes forward, the hammer should fall to the forward position.
 - (8) Squeeze and release the trigger. The firing pin block should move up and down and the hammer should not move.
 - (9) Place the decocking/safety lever in the FIRE position.
 - (10) Squeeze the trigger to check double action. The hammer should cock and fall.
 - (11) Squeeze the trigger again. Hold it to the rear. Manually retract and release the slide. Release the trigger. A click should be heard and the hammer should not fall.
 - (12) Squeeze the trigger to check single action. The hammer should fall.
5. Perform organizational maintenance on rifle 5.56mm M16A2 IAW DA Pam 738-750, TM 9-1005-319-10, and TM 9-1005-319-23&P.
- a. Safety requirements:
 - (1) Clear weapon. (Refer to TM 9-1005-319-10 operator's manual for detailed instruction.)
 - (2) Wear safety goggles.
 - (3) Tool and special tools includes only the standard tool set applicable to the procedure.
 - (4) Carry the M16A2 rifle in the port arms position.
 - b. Disassemble the M16A2 rifle.
 - (1) Clear weapon. (Refer to TM 9-1005-319-10 operator's manual for detailed instructions.)
 - (2) Remove the hand guards (two-person task).
 - (3) Remove the bolt carrier group by the charging handle.
 - (4) Remove the buffer assembly.

- (5) Remove the action spring.
- (6) Remove the pistol grip.
- (7) Remove the stock.
- (8) Remove the pivot pins.
- (9) Remove the spring and detent.
- c. Check weapon for serviceability.
- d. Perform cleaning and lubrication.
 - (1) Use Break Free CLP/LSA to lubricate weapons.
 - (2) Clean with a soft cloth and weapon cleaning kit.
 - (3) Wipe dry with cloth and apply a light coat of CLP/LSA.
 - (4) Refer to TM 9-1005-319-10 for detailed cleaning and lubrication instructions.
- e. Reassemble the M16A2 rifle.
 - (1) Replace the spring and detent pin.
 - (2) Replace the pivot pins.
 - (3) Replace the stock.
 - (4) Replace the pistol grip.
 - (5) Replace the action spring.
 - (6) Replace the buffer assembly.
 - (7) Replace the bolt carrier group by the charging handle.
 - (8) Replace the hand guards (two-person task).
- f. Perform function check.
 - (1) Pull the charging handle to the rear and release it.
 - a) Place the selector lever in the SAFE position.
 - b) Pull the trigger (the hammer should not fall).
 - c) Check an M16A1 or M16A2 with the selector lever in the SEMI position.
 - (2) Check an M16A1 or M16A2 with the selector lever in the SAFE position.
 - a) Place the selector lever in the SEMI position.
 - b) Pull the trigger, holding it to the rear (the hammer should fall).
 - c) Continue to hold the trigger to the rear while pulling the charging handle to the rear and releasing the charging handle.
 - d) Release the trigger with a slow, smooth motion until the trigger is fully forward (the hammer should not fall).
 - e) Pull the trigger (the hammer should fall).
 - (3) Check an M16A1 with the selector lever in the AUTO position.
 - a) Place the selector lever in the AUTO position.
 - b) Pull the charging handle to the rear and release it.
 - c) Pull the trigger, holding it to the rear (the hammer should fall).
 - d) Continue to hold the trigger to the rear while pulling the charging handle to the rear and releasing the charging handle.
 - e) Release the trigger.
 - f) Pull the trigger (the hammer should not fall).

- (4) Check an M16A2 with the selector lever in the BURST position.
 - a) Place the selector lever in the BURST position.
 - b) Pull the charging handle to the rear and release it.
 - c) Pull the trigger, holding it to the rear (the hammer should fall).
 - d) Continue to hold the trigger to the rear while pulling the charging handle to the rear and releasing the charging handle.
 - e) Repeat step 4d twice.
 - f) Release the trigger.
 - g) Pull the trigger (the hammer should fall).
- (5) Stop the function check any time the rifle does not function properly.
- (6) Turn in the malfunctioning rifle to the unit armorer.
6. Perform organizational maintenance on machine gun 5.56mm M249 with equipment IAW DA Pam 738-750, TM 9-1005-201-10, and TM 9-1005-201-23&P.
 - a. Safety Requirements:
 - (1) Clear weapon. (Refer to TM 9-1005-201-10 operator's manual for detailed instructions.)
 - (2) Wear safety goggles.
 - (3) Tool and special tools includes only the standard tool set applicable to the procedure.
 - (4) Carry weapon at port arms.
 - b. Disassemble the M249 machine gun.
 - (1) Clear the weapon. (Refer to TM 9-1005-201-10 operator's manual for detailed instructions.)
 - (2) Raise cover assembly.
 - (3) Pull the upper retaining pin at the rear of the receiver to the left.
 - (4) Let the buttstock and buffer assembly pivot downward so that the rear opening on receiver is completely free.
 - (5) By holding weapon with one hand on the buttstock, simultaneously push in and upward on the rear end of return rod and transfer mechanism assembly with thumb of other hand. The return rod and transfer mechanism assembly is now released from positioning groove inside receiver. Withdraw the return rod and transfer mechanism assembly and spring.
 - (6) Separate spring from return rod and transfer mechanism assembly.
 - (7) Pull the cocking handle to the rear. Slide the operating rod, slide, and bolt assembly out of the rear of the receiver.
 - (8) Rotate the bolt clockwise to disengage the lug and pull it out of the slide assembly.
 - (9) To separate slide assembly from the piston assembly, press the retaining pin to the left using a cleaning rod section, and lift off the assembly.
 - (10) While holding weapon, grasp the heatshield just forward of the barrel handle and lift it off the barrel.
 - (11) Close cover. Assure folding handle on new style barrel is in carrying up position. Depress the locking lever of the barrel with left hand. Hold the carrying handle with the right hand, lift it up, and push the barrel forward.

- (12) Push handguard-retaining pin to the left using cleaning rod section, then remove handguard downward.
- (13) Position the gas collar to allow the scraper assembly to be installed. Place the tip guide of scraper assembly into the notch in the front left of gas block and hold guide firmly in notch.
- (14) Holding the scraper assembly in position, turn the collar counterclockwise until collar can be removed.
- (15) Position hand to prevent gas regular from falling out.
- (16) Remove the gas regular from the gas block.
- (17) Using cleaning rod section, push lower most retaining pin to the left. Remove buttstock and buffer assembly, pulling it to the rear while supporting trigger mechanism.

NOTE OF CAUTION: Removal of the trigger mechanism from a loaded weapon will cause runaway fire. Never remove trigger mechanism before weapon is cleared.

- (18) Remove trigger mechanism to the rear and down.
 - (19) Turn gas cylinder to the left or right to release the locking spring, then pull out.
 - (20) After removal of gas cylinder, the bipod can be separated from the receiver.
- c. Check weapon for serviceability.
 - d. Perform cleaning and lubrication.
 - (1) Use Break Free CLP/LSA to lubricate weapons.
 - (2) Clean with soft cloth and weapon cleaning kit.
 - (3) Wipe dry with a cloth and apply a light coat of CLP/LSA.
 - (4) Refer to TM 9-1005-224-10 for detailed cleaning and lubrication instructions.
 - e. Reassemble the M249 machine gun.
 - (1) Place the bipod on the receiver with legs pointed downward.
 - (2) Push the gas cylinder through the bipod yoke into the front of the receiver. Push the cylinder to the rear while countering the pressure of the locking spring and guiding the end of the cylinder into the receiver with the other hand, applying downward pressure. Position recess in cylinder near spring. Turn the cylinder until the spring clicks into the recess at the rear of the gas cylinder.
 - (3) Replace all cleaning equipment removed from stowage areas in the handguard. Place the handguard on the receiver and slide it backward until it stops. With the help of a cleaning rod section, push the handguard-retaining pin to the right. Pull downward on the handguard to check if it is secure and assembled correctly.
 - (4) Holding barrel in one hand with muzzle up, insert gas regulator into lower end of gas block hole, being careful to align notch regulator body with notch in gas block. With gas regulator installed and supported on firm surface, place the gas collar on the protruding end of the gas regulator and rotate the collar until it slips into place. Press in and rotate to lock in place.

NOTE OF CAUTION: Old style collar cannot be used in a new style barrel because it may cause an under-powered weapon. New style collar cannot be used in the old style barrel because it may cause an over-powered weapon.

- (5) Depress the locking lever with left hand. Holding the carrying handle with the right hand, pull the barrel to the rear, push downward, and lock by releasing barrel locking lever.

- (6) Verify that retaining pin is to the left. Install trigger mechanism. Hold in place by pushing the retaining pin into the right side hole of the trigger mechanism assembly.
- (7) Support trigger mechanism with left hand, align lower hole in buttstock, and buffer assembly with rear hole in trigger mechanism. Push lower retaining pin to right.
- (8) Assemble the slide assembly to the piston and secure by pushing retaining pin from left to right.

NOTE: Be sure firing pin spring is on firing pin. Put the bolt assembly into the slide assembly. Press in to compress the firing pin spring, rotate the bolt, and hook its driving lug into the slide assembly.

- (9) Put the moving parts into the receiver with the feed cover open. Locate the bolt lugs and slide cutouts carefully on the rails. At the same time, locate the piston into the rear of the gas cylinder. Press the trigger with the forefinger of the other hand so the sear does not prevent the moving parts from going forward.
- (10) While rotating in either direction, slide spring on return rod and transfer mechanism assembly.

NOTE: Assure that the headed end of the vertical pin, in the transfer mechanism assembly, is up on top. Hold the pistol grip with one hand. With the other hand, push the return rod and transfer mechanism assembly into its housing in the rear of the piston. With the thumb of that hand, press in and down on the rear of the assembly until its two lugs are positioned in the receiver grooves.

- (11) Pivot the buttstock, buffer, and buffer assembly upward into position and push the upper retainer pin to the right. Close the cover assembly.
- (12) Hook the metal extensions of the heat shield assembly under the front sight pins, for the new style barrel, with the spring clips down on top of barrel.

NOTE: Although the old style barrels do not have protruding front sight pins, heat shield assemblies can be used.

- f. Perform function check.

NOTE: The function check must be performed to ensure that the SAW has been correctly assembled.

- (1) Pull the cocking handle to the rear. Return it forward to the locked position.
 - (2) Move the safety lever to the SAFE position.
 - (3) Pull the trigger. The weapon should not fire.
 - (4) Place the safety lever on FIRE. Pull and hold the cocking handle to the rear.
 - (5) Pull the trigger and allow the bolt to ease forward.
7. Perform organizational maintenance on machine gun 7.62mm M60 with equipment IAW DA Pam 738-750, TM 9-1005-224-10, and TM 9-1005-224-24.
 - a. Safety requirements:
 - (1) Clear weapon. (Refer to TM 9-1005-224-10 operator's manual for detailed instructions.)
 - (2) Wear safety goggles.
 - (3) Tool and special tool includes only the standard tool set applicable to the procedure.
 - (4) Carry weapon at port arms.

- b. Disassemble the M60 machine gun.
 - (1) Clear weapon. (Refer to TM 9-1005-224-10 operator's manual for detailed instructions.)
 - (2) Remove the shoulder stock assembly.
 - (3) Remove the buffer assembly.
 - (4) Remove the operating rod spring and spring guide.
 - (5) Remove the operating rod group.
 - (6) Remove the trigger mechanism group.
 - (7) Remove the barrel assembly.
 - (8) Remove the cover and feed tray.
- c. Check weapon for serviceability.
- d. Perform cleaning and lubrication.
 - (1) Use Break Free CLP/LSA to lubricate weapons.
 - (2) Clean with soft cloth and weapon cleaning kit.
 - (3) Wipe dry with a cloth and apply a light coat of CLP/LSA.
 - (4) Refer to TM 9-1005-224-10 for detailed cleaning and lubrication instructions.
- e. Reassemble the M60 machine gun.
 - (1) Replace the cover and feed tray.
 - (2) Replace the barrel assembly.
 - (3) Replace the trigger mechanism group.
 - (4) Replace the operating rod group.
 - (5) Replace the operating rod spring and spring guide.
 - (6) Replace the buffer assembly.
 - (7) Replace the shoulder stock assembly.
- f. Perform function check.
 - (8) Place the safety lever on FIRE.
 - (9) Pull the cocking handle to the rear.
 - (10) Return the cocking handle forward to the locked position
 - (11) Close the cover.
 - (12) Place the safety lever on SAFE.
 - (13) Pull the trigger; the weapon should not fire.
 - (14) Place the safety on FIRE.
 - (15) Pull the cocking handle to the rear, holding it in that position.
 - (16) Pull the trigger, allowing the bolt to ease forward.
 - (17) Store the weapon in the arms room or continue the mission.
8. Perform organizational maintenance on machine gun caliber .50 Browning M2 heavy barrel IAW DA Pam 738-750, TM 9-1005-213-10, and TM9-1005-213-23.
 - a. Safety requirements:
 - (1) Clear weapon. (Refer to TM 9-1005-213-10 operator's manual for detailed instructions.)
 - (2) Wear safety goggles.

(3) Tool and special tool includes only the standard tool set applicable to the procedure.

(4) Use the over and under method to carry the M2 machine gun.

NOTE OF CAUTION: Do not pick up the M2 machine gun by the back plate assembly.

b. Disassemble the M2 machine gun.

(1) Clear weapon. (Refer to TM 9-1005-213-10 operator's manual for detailed instructions.)

(2) Remove back plate assembly.

(3) Remove the drive spring rod assembly.

(4) Remove the bolt stud.

(5) Remove the bolt assembly.

(6) Remove the barrel buffer assembly.

(7) Remove the barrel extension assembly.

(8) Remove the receiver assembly.

c. Check weapon for serviceability.

d. Perform cleaning and lubrication.

(1) Use Break Free CLP/LSA to lubricate weapons.

(2) Clean with soft cloth and weapon cleaning kit.

(3) Wipe dry with a cloth and apply a light coat of CLP/LSA.

(4) Refer to TM 9-1005-213-10 for detailed cleaning and lubrication instructions.

e. Reassemble the M2 machine gun.

(1) Reassemble the buffer and barrel extension group.

(2) Replace the barrel extension group.

(3) Replace the barrel buffer group.

(4) Replace the bolt group.

(5) Replace the bolt stud.

(6) Replace the drive spring rod assembly.

(7) Replace the back plate assembly.

f. Perform the function check: pull the retracting slide handle to the rear and hold it. Push down on the bolt catch release and ease the retracting slide handle forward.

9. Perform organizational maintenance on machine gun 40mm MK 19 MOD 3 IAW DA Pam 738-750, TM 9-1010-230-10, and TM 9-1010-230-23.

a. Safety requirements:

(1) Clear weapon. (Refer to TM 9-1010-230-10 operator's manual for detailed instructions.)

(2) Wear safety goggles.

(3) Tool and special tools includes only the standard tool set applicable to the procedure.

(4) Carry the MK19 machine gun using a two-person lift. One person will lift from the barrel with both hands while facing in the same direction that the gun is pointing. The other person will lift from the handles of the control grip assembly.

- b. Disassemble the MK 19 MOD 3.
 - (1) Clear weapon. (Refer to TM 9-1010-213-10 operator's manual for detailed instructions.)
 - (2) Remove the bolt and back plate assembly.
 - (3) Remove the secondary drive lever.
 - (4) Remove the feed slide assembly.
 - (5) Remove the top cover assembly.
 - (6) Remove the feed tray.
 - (7) Remove the primary drive lever.
 - (8) Remove the vertical cam assembly.
 - (9) Remove the alignment guide assembly.
 - (10) Remove the ogive plunger.
 - (11) Remove the round position block.
 - (12) Remove the charging assemblies.
 - (13) Remove the sear housing assembly.
- c. Check weapon for serviceability.
- d. Perform cleaning and lubrication.
 - (1) Use Break Free (CLP) to lubricate weapons.
 - (2) Clean with soft cloth and weapon cleaning kit.
 - (3) Wipe dry with a cloth and apply a light coat of CLP/LSA.
 - (4) Refer to TM 9-1010-230-10 for detailed cleaning and lubrication.
- e. Reassemble the MK19 MOD 3 machine gun.
 - (1) Replace the sear housing assembly.
 - (2) Replace the charging assemblies.
 - (3) Replace the round position block.
 - (4) Replace the ogive plunger.
 - (5) Replace the alignment guide assembly.
 - (6) Replace the vertical cam assembly.
 - (7) Replace the primary drive lever.
 - (8) Replace the feed tray.
 - (9) Replace the top cover assembly.
 - (10) Replace the feed slide assembly.
 - (11) Replace the secondary drive lever.
 - (12) Replace the bolt and back plate assembly.
- f. Perform function check.
 - (1) Pull the charger handle fully rearward and push it forward and down until locked.
 - (2) Place the weapon in the SAFE position (the red stripe must be hidden).
 - (3) Depress the trigger plate (the bolt should not go forward).
 - (4) Place the weapon in the FIRE position (the red stripe must be visible).
 - (5) Pull and hold the charger handle to the rear and depress the trigger plate, allowing the bolt to go forward as far as possible under your control.

NOTE OF CAUTION: Do not allow the bolt to slam forward.

(6) Depress the drop safety and allow the bolt to go all the way forward.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Prepare DD Form 314.	GO	NO-GO
2. Prepare DA Form 2404.	GO	NO-GO
3. Prepare DA Form 2407.	GO	NO-GO
4. Perform organizational maintenance on pistol, semiautomatic, 9mm, M9.	GO	NO-GO
5. Perform organizational maintenance on rifle, 5.56mm, M16A2.	GO	NO-GO
6. Perform organizational maintenance on machine gun, 5.56mm, M249 with equipment.	GO	NO-GO
7. Perform organizational maintenance on machine gun, 7.62mm, M60 with equipment.	GO	NO-GO
8. Perform organizational maintenance on machine gun, caliber .50, Browning, M2, heavy barrel.	GO	NO-GO
9. Perform organizational maintenance on machine gun, 40mm, MK 19, MOD 3.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
DA Pam 738-750
TM 9-1005-201-10
TM 9-1005-201-23&P
TM 9-1005-213-10
TM 9-1005-213-23
TM 9-1005-224-10
TM 9-1005-224-24
TM 9-1005-317-10
TM 9-1005-317-23&P
TM 9-1005-319-10
TM 9-1005-319-23&P
TM 9-1010-230-10
TM 9-1010-230-23&P

SUBJECT AREA 8: ORGANIZATIONAL CLOTHING PROCEDURES

101-92Y-1102 PROCESS ORGANIZATIONAL LAUNDRY

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to process organizational laundry. Given organizational laundry, DA Form 1974, surgical gloves, AR 210-130, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), unit laundry file, FN: 210-103a; local SOP (internal/external), and laundry plant or pickup/collection point.

STANDARDS

Verify that the organizational laundry items are authorized for cleaning and separated IAW AR 210-130 and local SOP. Process without rejection from the laundry plant or losses to the unit. File DA Form 1974 IAW AR 25-400-2.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine items authorized for organizational laundry.
 - a. Verify that the items to be laundered or dry cleaned are listed in AR 210-130.
 - b. Verify that the items are accepted by the laundry plant IAW its SOP.
2. Separate organizational laundry by type.
 - a. Separate organizational laundry by type such as: sheets, pillows, pillowcases, blankets, mattress covers, and bedspreads.
 - b. Bundle the items in the quantities specified by the laundry plant's external SOP.
3. Prepare DA Form 1974 laundry list for turn-in.
 - a. Enter today's date in date block.
 - b. Enter your organization name in "From" block.
 - c. Enter your telephone extension in "Tel Ext" block.
 - d. Enter the quantity for each preprinted item in the "Qty" column.

NOTE: When turning in rags and webbed items, most laundries use a formula of four pieces equaling one pound. All of these items should be weighed together and then the total weight multiplied by four to determine the total number of pieces to be returned on DA Form 1974.

- e. If an item is not preprinted, enter the item name in the blank space at the end of the "Article" columns.
4. Turn in organizational laundry.
 - a. Watch the laundry plant receiver clerk count the total number of pieces being turned in for cleaning.
 - b. Ensure that the correct quantity total is entered on DA Form 1974 in the "Total Pieces" block.
 - c. Count the organizational laundry again with the clerk if required to verify the quantity. Ensure that the laundry plant clerk signs DA Form 1974 in the laundry column's

“Receiver” block. Enter your signature in the organization column’s “Delivered by” block.

NOTE: If the laundry plant pickup/collection point has direct exchange stock, items should be directly exchanged, if possible. If direct exchange stocks are not available, you will have to return on a later day with your receipt copy for pickup.

- d. Ensure that you receive a copy of DA Form 1974 for unit records.
 - 5. Receive organizational laundry.
 - a. Count the laundry at the pickup/collection point using the appropriate copies of DA Form 1974 to ensure that quantities received are correct.
 - b. Return any damaged items for replacement at this time.
 - c. Ensure that the correct quantities for partial issues are annotated.
 - d. Inform the laundry plant clerk of any difference in quantities.
 - e. Ensure that the difference in quantities is corrected before signing DA Form 1974.
 - f. Obtain the laundry plant clerk’s signature on all copies of DA Form 1974 in the “Shipper” block after all items turned in have been received.
 - g. Sign all copies of DA Form 1974 in the “Pickup by” block.
 - h. Obtain the unit copy of the completed DA Form 1974 for unit records.
 - 6. Replenish the organizational laundry in the unit supply room.
- NOTE:** Restock for the next linen organizational laundry exchange.
- 7. File completed copy of DA Form 1974 in the unit’s laundry file.
 - a. Place the unit’s completed copy of DA Form 1974 in the organizational laundry files, FN: 210-130a.
 - b. Destroy unit’s copy after one year IAW AR 25-400-2.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Determine items authorized for organizational laundry.	GO	NO-GO
2. Separate organizational laundry by type.	GO	NO-GO
3. Prepare DA Form 1974 laundry list for turn-in.	GO	NO-GO
4. Turn in organizational laundry.	GO	NO-GO
5. Receive organizational laundry.	GO	NO-GO
6. Replenish the organizational laundry in the unit supply room.	GO	NO-GO
7. File completed copy of DA Form 1974 in the unit’s laundry file.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 25-400-2
- AR 210-130
- Local SOP

101-92Y-1405
PROCESS PERSONAL CLOTHING REQUEST

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to process a personal clothing request. Given DA Form 3078, AR 700-84, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), CTA 50-900, local SOP, and a computer with a local forms program.

STANDARDS

Process DA Form 3078 IAW AR 700-84, CTA 50-900, and local SOP without rejection by the Army Military Clothing Sales Store (AMCSS).

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Obtain inventory results.

NOTE: Commanders will conduct inspection/inventories of personal clothing when soldiers are first assigned to the unit and annually thereafter to ensure that soldiers have in their possession a complete, serviceable issue of personal clothing at all times. Any shortage will be documented and the soldier given the opportunity to replace any shortages. If the item was not issued, the unit supply operation will prepare initial issue documents.

2. Post the entries on DA Form 3078.
 - a. Block 1: Enter document number. This block is to be used by USAR/ARNG units only.
 - b. Block 2: Leave blank. Local Army Military Clothing Sales Store (AMCSS) use only.
 - c. Block 3: Enter date prepared.
 - d. Block 4: Enter name (last, first, middle initial).
 - e. Block 5: Enter Social Security Number of individual in block 4.
 - f. Block 6: Enter rank/grade.
 - g. Block 7: Enter unit/organization to which individual is assigned. For Inactive Ready Reserves (IRR) and Individual Mobilization Augmentees (IMA), fill in the local unit to which individual is assigned/attached.
 - h. Block 8: Enter DODAAC (for USAR/ARNG units only).
 - i. Block 9: Enter appropriate priority code (for USAR/ARNG units only).
 - j. Block 10: Enter supporting installation AMCSS.
 - k. Block 11: Enter an "X" in the appropriate box.
 - l. Block 12: Enter an "X" in the appropriate box.
 - m. Block 13: Enter date and initials of person performing inventory.
 - n. Block 14: Enter unit phone number.
 - o. Block 15: Enter the date inventory posted and initials of personnel doing posting.
 - p. Block 16: Enter "AR 700-84" and appropriate paragraph and/or other applicable references.

- q. Block 17: Enter name and signature of unit commander or his/her commissioned or warrant officer representative.
- r. Block 18: Enter date approved by unit commander.
- s. Block 19:
 - (1) "REQ." column: Enter quantity required.
 - (2) "ISS" column: Leave blank. The issue column will be used by AMCSS.
- t. Block 20: No action required. Identifies articles required for male/female.
- u. Block 21: Enter required size for each article.
- v. Block 22: Leave blank. To be completed by AMCSS.
- w. Block 23: Leave blank. To be completed by AMCSS.
- x. Block 24: Enter quantity of required item. AMCSS will complete the issue column.
 - (1) "REQ." column: Enter quantity required for male/female.
 - (2) "ISS" column: Leave blank. AMCSS will complete the issue column.
- y. Block 25: No action required. Identifies articles for male issue only.
- z. Block 26: Enter sizes required for each article.
- aa. Block 27: Leave blank. AMCSS will complete this block.
- bb. Block 28: Leave blank. AMCSS will complete this block.
- cc. Block 29: No action required. Identifies articles for female issue only.
- dd. Block 30: Fill in required statements or other pertinent information.

NOTE: State the reason for submitting the Personal Clothing Request. See AR 700-84, paragraph 5-3.

- ee. Block 31: To be signed by individual receiving clothing.

NOTE: DA Form 3078 has been prepared. AMCSS will not accept an improperly prepared form or a DA Form 3078 over 30 days old.

- 3. Make proper distribution of DA Form 3078.
 - a. Attach two copies of the soldier's unit assignment orders for newly assigned personnel.
 - b. Provide soldier the appropriate number of copies of the prepared DA Form 3078 to take to the local AMCSS to receive his/her issue of clothing.
 - c. Process the DA Form 3078 through the mail order system if the AMCSS is not located in the immediate area. The local installation will provide detailed guidance.
- 4. File completed copy of DA Form 3078.
 - a. File DA Form 3078 in unit supply files when clothing has been issued to soldier.
 - b. Destroy DA Form 3078 after two years.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Obtain inventory results.	GO	NO-GO
2. Post in the entries on DA Form 3078.	GO	NO-GO
3. Make proper distribution of DA Form 3078.	GO	NO-GO
4. File a completed copy of DA Form 3078.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2

AR 700-84

CTA 50-900

Local SOP

101-92Y-1406
PREPARE ORGANIZATIONAL CLOTHING AND
INDIVIDUAL EQUIPMENT RECORD (OCIE)

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to process DA Form 3645 and DA Form 3645-1. Given DA Pam 710-2-1, CTA 50-900, CTA 50-970, a central issue facility (CIF), SOP, a newly assigned soldier, DA Form 3645/3645-1, and a computer system with a forms program.

STANDARDS

Prepare DA Form 3645/3645-1 IAW DA Pam 710-2-1 and applicable SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Prepare DA Form 3645 for issue IAW AR 710-2, chapter 2; CTA 50-900, appendix F, table 4; and DA Pam 710-2-1, chapter 10.
 - a. Fill in the following information:
 - (1) Enter name.
 - (2) Enter SSN.
 - (3) Enter military occupational specialty (MOS).
 - (4) Enter authorized allowance:
 - a) Extract authorized allowances from CTA 50-900, table 4.
 - b) Verify authorized allowance with CIF local SOP.
 - (5) Enter size of clothing being issued by CIF.
 - (6) Enter last four digits of national stock number (NSN).
 - (7) Enter transferable items in column 1:
 - a) Extract authorized transferable items from CTA 50-900, appendix F.
 - b) Verify authorized transferable items with CIF local SOP.
 - (8) Enter quantity being issued by CIF in column 2.
 - (9) Place a line through all unused blocks in columns containing record quantities.
 - (10) Enter signature and date on reverse side of form in columns 1 and 2.

NOTE: CIF will use a computer prepared listing, when automated. See DA Pam 710-2-1, chapter 10. When receiving partial issue or turn-in, enter new quantities in the next available column.

2. Prepare DA Form 3645-1 for additional items IAW AR 710-2, chapter 2; DA Pam 710-2-1, chapter 10; CTA 50-900, appendix H; and CTA 50-970, table 1.
 - a. Fill in the following information:
 - (1) Enter name.
 - (2) Enter SSN.
 - (3) Enter duty MOS.
 - (4) Enter authorized allowance.
 - a) Extract authorized transferable items from CTA 50-900, appendix F.

- b) Verify authorized transferable items with CIF local SOP.
 - (5) Enter additional items in column 1.
 - a) Extract authorized additional items from CTA 50-900, appendix H; and CTA 50-970, table 1.
 - b) Verify authorized additional items with CIF local SOP.
 - (6) Enter quantity being issued by CIF in column 2.
 - (7) Place a line through all unused blocks in columns containing record quantities.
 - (8) Enter signature and date on reverse side of form in columns 1 and 2.
- NOTE:** CIF will use computer prepared listing, when automated. See DA Pam 710-2-1, chapter 10, for instructions on preparing DA Form 3645-1. When receiving partial issue or turn-in, enter new quantities in the next column. Additional OCIE items are authorized according to unit mission.
- 3. File completed DA Forms 3645/3645-1 IAW AR 25-400-2.
 - a. File the original completed copy at the source of supply (SOS).
 - b. File completed copy in the unit soldier's issue file, FN: 710-2g.
 - c. Issue third copy to soldier.
 - d. Forward copy to gaining organization upon transfer.
 - e. Destroy 12 months after transfer or upon separation.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Prepare DA Form 3645 for issue.	GO	NO-GO
2. Prepare DA Form 3645-1 for additional items.	GO	NO-GO
3. File completed DA Forms 3645/3645-1.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 AR 710-2
 CTA 50-900
 CTA 50-970
 DA Pam 710-2-1
 Local SOP

SUBJECT AREA 9: UNIT BUDGET PROCEDURES

101-92Y-1006 MAINTAIN STATUS OF FUNDS

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to maintain budget status. Given manual ledgers, AR 37-103, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), ULLS-S4, data from ULLS-Ground, data from ULLS-Aviation, and local SOP.

STANDARDS

Maintain accurate status of unit budget without error IAW local SOP and ULLS-S4 EM.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Maintain a budget tracking system using manual procedures IAW local SOP.
 - a. Remarks column: Enter expenditures as a means of tracking funds.
 - b. Utilize an informal ledger or locally produced forms.
 - (1) Amount expenditure column: Enter expenditures.
 - (2) Post balance of allocations.
 - c. Review budget reports.
 - (1) Check posting of all account codes.
 - (2) Reconcile all supply requests with document registers.
 - d. Provide commander with current budget status using the financial management system that is appropriate, i.e., Decentralized Commitment Accounting System (DCAS) or Standard Finance System (STANFINS).
 - e. File budget reports IAW local SOP.
2. Process budget records using ULLS-S4, IAW ULLS-S4 EM.
 - a. From the ULLS-S4 main menu select Budget menu.
 - b. To add a ULLS-S4 record:
 - (1) Select Identify ULLS-S4 Sub-Units.
 - (2) Select the Add option.
 - (3) Enter DODAAC.
 - (4) Enter UIC.
 - (5) Enter organization name.
 - (6) Process the record.
 - c. To modify an ULLS-S4 record:
 - (1) Select Identify ULLS-S4 Sub-Units.
 - (2) Select the Modify option.
 - (3) Select unit record.
 - (4) Change unit data.

- (5) Process unit record.
 - d. To delete a ULLS-S4 record:
 - (1) Select Identify ULLS-S4 Units.
 - (2) Select the Delete option.
 - (3) Select unit record.
 - (4) Process the unit record.
 - (5) Review Deletion Report.
 - (6) File reports IAW local SOP.
 - e. To view the record:
 - (1) Select the View option.
 - (2) Review unit records.
 - (3) Return to Identify ULLS-S4 Sub-Units Menu.
 - f. To print the record:
 - (1) Select the Print option.
 - (2) Review unit records.
 - (3) Dispose of report IAW local SOP.
3. Build records to identify ULLS-Ground and ULLS-Aviation units.
- a. From the ULLS-S4 main menu select Budget menu.
 - b. To add a ULLS-Ground/Aviation record:
 - (1) Select Identify ULLS-S4/Ground/Aviation Units.
 - (2) Select the Add option.
 - (3) Enter DODAAC.
 - (4) Enter UIC.
 - (5) Enter organization name.
 - (6) Process the record.
 - c. To modify a ULLS-Ground/Aviation record:
 - (1) Select Identify ULLS-S4/Ground/Aviation Units.
 - (2) Select the Modify option.
 - (3) Select unit record.
 - (4) Change unit data.
 - (5) Process unit record.
 - d. To delete a ULLS-Ground/Aviation record:
 - (1) Select Identify ULLS-S4/Ground/Aviation Units.
 - (2) Select the Delete option.
 - (3) Select unit record.
 - (4) Process the unit record.
 - e. To view the record:
 - (1) Select the View option.
 - (2) Review unit records.
 - (3) Return to Identify ULLS-S4/Ground/Aviation Units.
 - f. To print the record:

- (1) Select the Print option.
- (2) Review unit records.
- (3) Dispose of report IAW local SOP.
- 4. Update ULLS-S4 Budget Ledgers/Subledgers using manual data IAW ULLS-S4 EM, Sec. 6.
 - a. From the ULLS-S4 main menu select Budget menu.
 - b. Select "Post Manual Data to Ledgers/Subledgers" from the Ledgers/Subledgers Update menu.
 - c. Select the ledger to be updated.
 - d. Select the adjustment code.
 - e. Enter the adjustment amount.
 - f. Enter authorized document, if applicable.
 - g. Enter the remarks.
 - h. Process the record.
- 5. Upload the Budget Ledgers/Subledgers from a diskette provided by higher headquarters IAW ULLS-S4 EM, Section 6.
 - a. From the ULLS-S4 main menu select Budget menu.
 - b. Select Build Budget File.
 - c. Select the Upload Budget Account Code BAC and Ledgers/Subledgers Files option.
 - (1) Upload budget account (BAC) file.
 - (2) Upload ledgers/subledgers file.
 - (3) Upload BAC and ledgers/subledgers files.

NOTE: Use option 3 to verify that BAC and ledger data are posted.

- d. Process the budget data.
- e. Review Download Budget Data Report.
- f. Dispose of Download Budget Data Report IAW local SOP.
- 6. Post automated data from ledgers/subledgers IAW ULLS-S4 EM, Section 6, p. 6-5.
 - a. Post automated supply data to ledgers/subledgers from supply files on system.
 - (1) From the ULLS-S4 main menu select Budget menu.
 - (2) Select the Ledgers/Subledgers Update menu.
 - (3) Select From Supply Files on System option.
 - (4) Process data to files.
 - b. Post automated supply data from ULLS-Ground units to ledgers/subledgers IAW ULLS-S4 EM.
 - (1) From the ULLS-S4 main menu select Budget menu.
 - (2) Select Ledgers/Subledgers Update menu.
 - (3) Select From ULLS-Ground Interface option.
 - (4) Select appropriate disk drive at the Budget Interface Media screen.
 - (5) Insert diskette in drive.
 - (6) Process data to files.
 - c. Post automated supply data from ULLS-Aviation interface to ledgers/subledgers.
 - (1) From the ULLS-S4 main menu select Budget menu.

- (2) Select Ledgers/Subledgers Update menu.
 - (3) Select From ULLS-Aviation Interface option.
 - (4) Select appropriate disk drive at the Budget Interface Media screen.
 - (5) Insert diskette in drive.
 - (6) Process data to files.
 - d. View the Daily Line Item Report.
 - (1) Select View Daily Line Item Report.
 - (2) Process entries until system returns to Ledger/Subledgers menu.
 - e. Print Daily Line Item Report.
 - (1) Select Print Daily Line Item Activity Report.
 - (2) Review the report.
 - (3) Dispose of report IAW local SOP.
7. Report commitments to higher headquarters IAW ULLS-S4 EM, Sec. 6.
- a. From the ULLS-S4 main menu select Budget menu.
 - b. Select Report Commitments.
 - c. Select appropriate disk drive.
 - d. Process the downloaded subledger data.
 - e. Review the report of subledger data.
 - f. Dispose of report IAW local SOP.
8. Receive and post commitments from subordinate units IAW ULLS-S4 EM, Section 6.
- a. From the ULLS-S4 main menu select Budget menu.
 - b. Select Post Commitments.
 - c. Select appropriate disk drive.
 - d. Process the records.
 - e. Review the records.
 - (1) Select Ledgers/Subledgers option from Budget menu.
 - (2) Select View Daily Line Item Reports.
 - (3) View records.
 - (4) Process until all records have been reviewed.
9. Process budget reports IAW ULLS-S4 EM, Section 6.
- a. Print ledgers/subledgers summary.
 - (1) From the ULLS-S4 main menu select Budget menu.
 - (2) Select Budget Reports.
 - (3) Select Print Ledgers/Subledgers.
 - (4) Process the Ledgers/Subledgers Summary Report.
 - (5) Review the Ledgers/Subledgers Summary Report.
 - (6) Dispose of the Ledgers/Subledgers Summary Report IAW local SOP.
 - b. Print Ledgers/Subledgers Quarterly Report.
 - (1) From the ULLS-S4 main menu select Budget menu.
 - (2) Select Budget Report.
 - (3) Select Print Ledgers/Subledgers.

- (4) Process the Ledgers/Subledgers Quarterly Report.
- (5) Review the Ledgers/Subledgers Quarterly Report.
- (6) Dispose of the Ledgers/Subledgers Quarterly Report IAW local SOP.
- c. Print Ledgers/Subledgers and Line Item Report.
 - (1) From the ULLS-S4 main menu select Budget menu.
 - (2) Select Budget Report.
 - (3) Select Print Ledgers/Subledgers.
 - (4) Process the Ledgers/Subledgers and Line Item Report.
 - (5) Review the Ledgers/Subledgers and Line Item Report.
 - (6) Dispose of the Ledgers/Subledgers and Line Item Report IAW local SOP.
- 10. Close budget ledgers/subledgers IAW ULLS-S4 EM.
 - a. From the ULLS-S4 main menu select Budget menu.
 - b. Select Modify.
 - c. Select Adjustment Code to close ledgers/subledgers.
 - d. Process the records.
- 11. Purge closed budget ledgers/subledgers IAW ULLS-S4 EM, paragraph 6-10.
 - a. From the ULLS-S4 main menu select Budget menu.
 - b. Select Budget Files Purge option from the Budget menu.
 - c. Review the Budget Files Purge Report.
 - d. File Budget Files Purge Report IAW local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Maintain a budget tracking system using manual procedures.	GO	NO-GO
2. Process budget records using ULLS-S4.	GO	NO-GO
3. Build records to identify ULLS-Ground and ULLS-Aviation units.	GO	NO-GO
4. Update ULLS-S4 budget ledgers/subledgers using manual data.	GO	NO-GO
5. Upload the budget ledgers/subledgers data from a diskette provided by higher headquarters.	GO	NO-GO
6. Post automated data from ledgers/subledgers.	GO	NO-GO
7. Report commitments to higher headquarters ledgers/subledgers.	GO	NO-GO
8. Receive and post commitments from subordinate units.	GO	NO-GO
9. Process budget reports.	GO	NO-GO
10. Close budget ledgers/subledgers.	GO	NO-GO
11. Purge closed budget ledgers/subledgers.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2

AR 37-103

Local SOP

ULLS-S4

ULLS-S4 EM

SKILL LEVEL 2

SUBJECT AREA 10: SUPPLY STATUS PROCESS

101-92Y-2113 UPDATE SUPPLY STATUS

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment with the requirement to update the supply status for all open requisitions. Given the non-automated customer status list and/or status cards, DA Form 2064, DA Pam 710-2-1, AR 25-400-2 (now contains a “hot link” to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), ULLS-S4, a diskette with automated supply status, the unit’s local SOP, and a computer.

STANDARDS

Update supply status without losing accountability IAW DA Pam 710-2-1.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine which open supply request requires supply status update IAW DA Pam 710-2-1 and ULLS-S4.
 - a. Review DA Form 2064 to determine if status has been received and posted.
 - b. Verify that exception status is posted to DA Form 2064.
 - c. Verify and file the customer supply status listing and/or cards IAW unit’s local SOP and unit supply, FN: 710-2b.
 - d. Verify that supply status is posted on ULLS-S4 document control register.
 - (1) Select the Supply menu from the ULLS S4 main menu.
 - (2) Select the Receipt/Status/DCR menu.
 - (3) Select the Document Control Register Inquiry option.
 - (4) Select the All Records option.
 - (5) Select Next (N), Previous (P), Exit (E), or process the record.
 - (6) Select E to exit.
 - (7) Enter Yes or No to print the report.
 - (8) Print the report.
 - (9) Review the product control number, PCN-AWESF248.
 - (10) File the document control register by all open records report IAW unit’s local SOP.
2. Evaluate open supply request status to determine if follow-up action is required IAW DA Pam 710-2-1 and ULLS-S4 EM.
 - a. Review the document register by all open records.
 - b. Review status and/or rejection code and take appropriate actions.
 - c. Review the document control register by all open records listing produced from ULLS-S4 to verify that shipment and exception status has been posted.

3. Review follow-up for update of supply status on open supply request IAW DA Pam 710-2-1 and ULLS-S4 EM.
 - a. Review DA Form 2064.
 - (1) Determine if follow-up is required by reviewing the EDD.
 - (2) Verify that follow-up request has been submitted to the SOS.
 - a) Enter AF1 on latest AE-series status card.
 - b) Prepare a manual follow-up using DA Form 2765-1.
 - c) Post AF1 and date in the remarks block (in pencil) on DA Form 2064.
 - d) Send follow-up to supply support activity (SSA).
 - (3) Review the ULLS-S4 document control register by all open records and ensure that follow-up for supply status has been submitted.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Determine which open supply request requires supply status update.	GO	NO-GO
2. Evaluate open supply request to determine if follow-up action is required.	GO	NO-GO
3. Review follow-up documents to update supply status on open request.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 DA Pam 710-2-1
 Local SOP
 ULLS-S4 EM

SUBJECT AREA 11: RELIEF FROM RESPONSIBILITY PROCEDURES

101-92Y-2112

Determine Method of Obtaining Relief from Responsibility for Property

CONDITIONS

Assigned as a unit supply specialist in a field or garrison environment and given the requirement to obtain relief from property responsibility for damaged, lost, or destroyed property. Given AR 700-84, AR 735-5, DA Pam 710-2-1, DA Form 4697, DD Form 362, DA Form 3078, FEDLOG CDs, a computer, and the unit's local SOP.

STANDARDS

For each item lost, damaged or destroyed, determine the best method to obtain relief from responsibility and still maintain accountability.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine method of obtaining relief from responsibility for "damaged property" IAW AR 735-5, paragraph 12-1c(5) and table 12-1.
 - a. Process a relief document for damaged organizational clothing and individual equipment (OCIE) when there is no negligence and item costs less than \$100 IAW AR 735-5, paragraph 14-25b(2). Prepare a "damage memorandum" stating the cause of the damage for the unit commander's approval IAW AR 735-5, paragraph 14-25b(2).
 - b. Process a relief document for damaged property when there is no negligence and item costs less than \$200. Prepare a "damage memorandum" stating the cause of the damage for the unit commander's approval and attach it to the maintenance request or turn-in document.
 - c. Process a relief document for damaged property when there is no negligence and the item costs more than \$200. Prepare a "damage memorandum" for the approving authority's designated representative; they will enter "concur" on the statement and sign it. Non-concurrence will be indicated by writing "non-concur, initiate a report of survey" on the statement and will include the signature of the approving authority or designated representative. In no case will the unit commander be a designated representative for reviewing damage statements when the cost for repair of the damaged item is equal to or exceeds \$200.
 - d. Process a relief document for any item when a person admits liability and the amount is less than one month's pay IAW AR 735-5, paragraph 14-25b(1). Prepare a statement of charges/cash collection voucher.
 - e. Process a relief document for any item when a person admits liability and the amount is more than one month's pay IAW AR 735-5, paragraph 14-25b(1)(b). Prepare and process a report of survey for the damaged property.
 - f. Process a relief document for any item when a person does not admit liability or negligence IAW AR 735-5, paragraph 13-2a(1). Prepare and process a report of survey for the damaged property.

2. Determine method of relief from responsibility for “lost or destroyed property” IAW AR 735-5, paragraph 12-1c(5), table 12-2; AR 15-6, chapters 3–5; and AR 190-11, paragraph 2-9.
 - a. Process a relief document for any item (except sensitive items) when person admits liability and the amount is less than one month’s pay IAW AR 735-5, paragraph 12-2c. Prepare a statement of charges/cash collection voucher.
 - b. Process a relief document for any lost or destroyed item that requires a Report of Survey (RS) or AR 15-6 investigation as follows, IAW AR 15-6, chapters 3–5:
 - (1) Prepare DA Form 4697 for sensitive items when an investigation is required under AR 15-6 for those items so designated IAW AR 190-11, appendix E.
 - (2) Prepare DA Form 4697 when directed by higher authority or by DA directive IAW AR 735-5, paragraph 13-2a(8).
 - (3) Prepare DA Form 4697 when the loss was discovered through inventory on a change of accountable officer and when individual does not make voluntary reimbursement to the government IAW AR 735-5, paragraph 13-2a(2).
 - (4) Prepare DA Form 4697 for household furnishings and damage of government family housing units when amount is more than one month’s pay IAW AR 735-5, paragraph 13-2a(4).
 - (5) Prepare DA Form 4697 for item when person admits liability but the amount is more than one month’s pay.
 - (6) Prepare DA Form 4697 for item when negligence is suspected but person does not admit liability and when the person refuses to sign DD Form 362, IAW AR 735-5, table 12-2.
 - (7) Prepare DA Form 4697 when bulk petroleum loss exceeds allowable loss and is over \$500 IAW AR 735-5, paragraph 13-2a(5).
3. Determine method of obtaining relief from responsibility for “damaged, lost, or destroyed items under special situations” IAW AR 735-5, table 12-2; AR 710-2, paragraph 2-35; and AR 700-84, paragraph 5-4.
 - a. Process a relief document for bulk petroleum item when loss exceeds allowable loss and is less than \$500, IAW AR 735-5, paragraph 2-35.
 - (1) Perform causative research.
 - (2) File a copy of the report with the Monthly Bulk Petroleum Accounting Summary Report as a supporting document.
 - b. Process a relief document for hand tools authorized to a unit when liability is admitted IAW AR 735-5, paragraph 12-26. Prepare DD Form 362.
 - c. Process a relief document for items lost in laundry IAW AR 735-5, table 12-2.
 - (1) Prepare DA Form 3078.
 - (2) Prepare a property issue slip listing the items lost.
 - (3) Prepare a monthly report of survey for all articles reissued or for credit given.
 - d. Process a DA Form 4697 for items lost resulting from fire, theft, or disaster IAW AR 735-5, table 12-2.
 - e. Process a memorandum for items destroyed because of infection. List items on the memorandum and identify the officer who directed destruction.
 - f. Process a memorandum for unsafe items due to age, i.e., drugs, ammunition, parachutes, or chemicals IAW AR 735-5, table 12-2.
 - (1) Prepare turn-in document IAW AR 710-2.

- (2) Reference information on age is published in Army supply bulletins. Otherwise, use DA Form 4697.
- g. Process a memorandum for abandoned items, i.e., combat, contingency, or large scale field maneuvers IAW AR 735-5, table 12-2. Prepare written orders to abandon, signed by the installation or division commander, to serve as a property adjustment voucher. If the commander declines to approve the order, prepare DA Form 4697.
- h. Process a relief document for items abandoned for reasons of health, safety, expense, difficulty to maintain, or handling IAW AR 735-5, table 12-2. Submit an abandonment order to installation or division commander and then use as property adjustment voucher.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Determine method of relief from responsibility for damaged property.	GO	NO-GO
2. Determine method of relief from responsibility for lost or destroyed property.	GO	NO-GO
3. Determine method of relief of responsibility for damaged, lost, or destroyed property under special situations.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 15-6
- AR 190-11
- AR 700-84
- AR 710-2
- AR 735-5
- DA Pam 710-2-1
- FEDLOG
- Local SOP

101-92Y-2400 Process Property Adjustment Documents

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the situation where property has been lost, damaged, or destroyed. Given DA Form 3328, DA Form 3328-1, DA Form 4949, DA Form 4697, DD Form 362, AR 735-5, DA Pam 710-2-1, unit supply files, DA Form 2064, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), local SOP, FEDLOG, a computer with CD-ROM, a forms program, and ULLS-S4.

STANDARDS

Process an adjustment document to obtain relief from responsibility for property without rejection by the processing authority IAW AR 735-5 and DA Pam 710-2-1.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Review adjustment documents prepared to obtain relief from responsibility for property IAW AR 735-5 or DA Pam 710-2-1.
 - a. Verify accuracy of DA Form 4697.
 - (1) Check the date prepared.
 - (2) Verify the date of loss, damage, or destruction of property.
 - (3) Determine if a letter of lateness is required.
 - (4) Verify that enough copies are prepared IAW local SOP.
 - (5) Check all entries in blocks 1 through 16 for accuracy.
 - (6) Check exhibits and certificates.
 - (7) Verify signatures.
 - (8) Provide to appropriate accountable officer for signature and documentation.
 - (9) Take to higher headquarters for survey number.
 - (10) Verify adjustment(s) that are made to hand receipt/subhand receipt, as applicable.
 - (11) Place a copy of DA Form 4697 in the appropriate unit supply file.
 - b. Verify accuracy of DD Form 362.
 - a) Check the date prepared.
 - b) Verify that NSN and line item numbers are correct.
 - c) Verify that item description and unit price are correct.
 - d) Verify that enough copies are prepared IAW local SOP.
 - e) Verify allowance of depreciation IAW AR 735-5, appendix B.
 - f) Verify the quantity of item(s).
 - g) Check Unit Price and Total Cost entries for accuracy.
 - h) Check type of action.
 - 1) Payroll Deduction.
 - 2) Cash Collection.

- i) Verify signature of person responsible for lost, damaged, or destroyed property.
 - j) Obtain signature of commander.
 - k) Provide to appropriate accountable officer for signature and processing.
 - l) Perform adjustment(s) to hand receipt/subhand receipts as applicable.
 - m) Place copy of DD Form 362 in appropriate unit supply file.
 - c. Verify accuracy of DA Form 4949.
 - a) Verify organization/activity and DODAAC entries.
 - b) Verify the “change from” information:
 - 1) Item number.
 - 2) Stock number and line item number.
 - 3) Item description, to include serial number(s) and Reportable Item Control Code (RICC).
 - 4) Accounting Requirements Code (ARC).
 - 5) Unit of issue.
 - 6) Quantity.
 - c) Verify the “change to” information:
 - 1) Item number.
 - 2) Stock number and line item number.
 - 3) Item description, to include serial number(s) and RICC.
 - 4) Accounting Requirements Code (ARC).
 - 5) Unit of issue.
 - 6) Quantity.
 - d) Verify that enough copies are prepared IAW local SOP.
 - e) Verify that the type of adjustment being made is correct.
 - f) Obtain initiating officer’s signature.
 - g) Provide to appropriate accountable officer for signature and processing.
 - h) Make adjustments to hand receipts/subhand receipts as applicable.
 - i) Place copy of DA Form 4949 in appropriate unit supply files.
- 2. Process the adjustment document to obtain relief from responsibility for property IAW AR 735-5 or DA Pam 710-2-1.
 - a. Obtain all required signatures for the adjustment document being used for relief from responsibility for property.
 - b. Enter the document number from the appropriate PBO/stock record account.
 - c. Post adjustment(s) to the property records.
 - d. Forward adjustment documents to appropriate approval authority.
 - e. File copy of adjustment document in the unit suspense files.
- 3. Complete final disposition of an adjustment document to obtain relief from responsibility for property IAW AR 735-5 or DA Pam 710-2-1.
 - a. Verify that final action was completed, as required, by the approving authority.
 - b. Verify that finance has processed financial liability against the individual being charged.

- c. Remove suspense copy from unit suspense file, and file the approved copy in FN: 710-2a.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Review the adjustment document to obtain relief from responsibility for property.	GO	NO-GO
2. Process the adjustment document to obtain relief from responsibility for property.	GO	NO-GO
3. Complete final disposition of the adjustment document to obtain relief from responsibility for property.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 AR 735-5
 DA Pam 710-2-1
 FEDLOG
 Local SOP
 ULLS-S4 EM

SUBJECT AREA 12: PROPERTY BOOK PROCEDURES

101-92Y-2110

Prepare a Property Book

CONDITIONS

Assigned as the unit supply sergeant in a field or garrison environment and given the requirements to prepare a property book. Given appropriate regulations, AR 25-50, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 710-2, AR 735-5, DA Pam 600-8, DA Pam 710-2-1, AIS Manual 25-L18-ALV-ZZZ-EM, DA Form 3328, DA Form 3328-1, local SOP, a local forms program, and a computer.

STANDARDS

Prepare DA Form 3328 and DA Form 3328-1 IAW AR 25-50, AR 25-400-2, AR 710-2, AR 735-5, DA Pam 710-2-1, and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Determine if an active, current, property book officer (PBO) has been appointed IAW AR 710-2, paragraph 2-5h; DA Pam 600-8, paragraph 9-15, procedure 9-9; and DA Pam 710-2-1, paragraph 4-4.
 - a. The PBO/Accountable Officer will be appointed by the commander or head of a separate TDA activity for whom the property book is kept, or a representative designated in writing will appoint property book/accountable officers.
 - b. The designated representative may be either a uniformed officer or a DOD civilian manager.
 - c. In the ARNG, the PBO will be appointed by the State Adjutant General or his designated representative.
 - d. Prepare appointment memorandum IAW DA Pam 600-8, paragraph 9-15, procedure 9-9.
 - (1) Identify the property book by the assigned Unit Identification Code (UIC).
 - (2) If the same PBO is to continue, then that officer will be re-appointed by the new appointing authority.
 - (3) Enter appointed PBO's name.
 - (4) Enter rank.
 - (5) Enter SSN.
 - (6) Enter signature block and signature of PBO.
 - (7) Enter signature block of appointing authority and signature.
 - e. File memorandum in unit supply file, FN: 710-2e.
2. Determine types of property IAW AR 710-2, paragraph 2-5, and DA Pam 710-2-1, paragraph 4-2.
 - a. For property book accounting, there are two types of property IAW DA Pam 710-2-1, paragraph 4-2.

- (1) Organization.
- (2) Installation.
- (3) Organization property is authorized to MTOE or deployable/mobilization TDA units by their authorization documents.
- b. Determine the items that require property book accounting IAW DA Pam 710-2-1, paragraph 4-2.
 - a) Organizational Clothing and Individual Equipment (OCIE) in CTA 50-900, table 4, for active Army organizations.
 - b) Items identified as deployable as CTA-50-909, appendix C.
 - c) Items in AR 840-10.
 - d) Special tools and test equipment.
 - e) Basic loads.
 - f) Books.
 - g) Controlled Cryptographic Items (CCI).
 - h) Items authorized by Section III supplement of the deployment mobilization.
 - i) All other property regardless of how authorized, not listed above, is installation property and will be accounted for accordingly.
3. Establish a manual property book IAW DA Pam 710-2-1, paragraphs 4-3 and 4-4.
 - a. Organize property book as follows IAW DA Pam 710-2-1, paragraph 4-3:
 - (1) Determine the method to file property book pages within each section.
 - (2) MTOE units and deployable TDA activities (USACIDC, USAISC, and INSCOM) will organize their property books so that organization and installation property are kept by separate sections.
 - (3) Although not required, a separate section may also be kept for each type of organization property.
 - a) OCIE section of property book, refer to paragraph 10-5 of DA Pam 710-2-1.
 - b) Basic load.
 - (4) Other TDA activities and JTA units may combine all property in one section or keep separate sections by type of authorization document.
 - (5) All units and activities will keep a separate classified section when either the property description or quantity is classified.
 - (6) Safeguard the classified section as directed by security regulations.
 - a) The PBO will select one of the following methods.
 - b) National Stock Number (NSN) sequence.
 - c) National Item Identification Number (NIIN) sequence.
 - d) Alphabetical.
 - e) A combination of (a) through (d) above. For example, if LIN sequence is chosen, those items not having a LIN could be filed at the rear of the proper section in NSN, NIIN, or alphabetical sequence.
 - b. Prepare appointment page DA Form 3328 for PBO IAW DA Pam 710-2-1, paragraph 4-4.
 - (1) Upon assuming accountability:
 - a) It will be the first DA Form 3328 filed in the property book except when the property book is at the using unit level.

- b) At the unit level, the commander's responsibility statement, according to paragraph 5-2b, will be filed in front of the PBO's accountability statement.
 - c) The incoming PBO completes the following statement: "By authority of (indicate appointing memorandum date), I hereby assume property book accountability for the property in the quantity shown on each record of this property book file. I further assume direct responsibility for property not issued on hand receipt." The PBO's signature and date will be affixed above the PBO's signature block below the statement.
 - d) File with the property book until the next change of PBO or until the next change of appointing officer. File in the (Active) file, FN: 710-2a.
 - e) When torn, mutilated, or filled, it will then be placed in the (Inactive) file, FN: 710-2a.
- c. Prepare DA Form 3328/3328-1 IAW DA Pam 710-2-1, paragraph 4-6.
- (1) Record the following types of data on DA Form 3328/3328-1.
- a) Authorization data.
 - 1) Take the authorization data from the property authorization document. It shows the quantity required and authorized.
 - 2) Post it to the front of the form.
 - 3) The authorization is the Basis of Issue (BOI).
 - 4) The BOI may be used and a current roster of personnel will be maintained to support the total authorization required and authorized.
 - b) Identification data.
 - 1) This data identifies the item on hand.
 - 2) Post it to the front of the form.
 - 3) The acquisition price of the item will be posted in the "Item Description" block of the form.
 - c) Accounting data.
 - 1) This data shows the quantity on hand and the transaction that changes the quantity.
 - 2) Post it to the front of the form.
 - d) Management data.
 - 1) The management data is used by the PBO to manage the property.
 - 2) It includes the location of the property and due-in information.
 - 3) Post it on the reverse side of the form.
 - 4) When the quantity on hand requiring serial number accounting is nine or less, the serial number and location may be entered in the "Remarks" block of DA Form 3328.
 - 5) This procedure will not be used for items requiring USA/serial numbers accounting. DA Form 3328-1 is required for these items.
 - 6) Unit commanders will consolidate all COMSEC property transactions with their supporting COMSEC account/sub-account. Property book pages for authorized COMSEC pages will be established and maintained as follows:
 - a. Controlled cryptographic items (CCI).

- b. Property book pages for CCI will be established and maintained exactly the same as all other property book pages.
- 7) Data recorded on property book pages is obtained from the following sources:
- a. Property authorization documents.
 - b. SB 700-20.
 - c. FEDLOG.
 - d. AR 700-138, appendix B.
 - e. DA Pam 25-30.
 - f. DA Form 581.
- (2) Prepare DA Form 3328, basic page.
- a) When two or more NSNs (makes, models, or sizes) are on hand receipt against a single LIN authorization, the following applies:
 - b) Make all entries in ink or type unless otherwise stated.
 - 1) Leave "Date Posted" block blank.
 - 2) Leave "Document Number" block blank.
 - 3) Leave "Quantity Received" block blank.
 - 4) Leave "Quantity Turn-In" block blank.
 - 5) Leave "Balance" block blank.
 - 6) Enter Unit Identification Code (UIC).
 - 7) Enter authorization document number.
 - 8) Leave "Stock Number" block blank.
 - 9) Leave "Unit of Issue (UI)" block blank.
 - 10) Enter Line Number (LIN).
 - 11) Enter Equipment Readiness Code (ERC).
 - 12) Enter required allowance.
 - 13) Enter authorized allowance.
 - 14) Enter Routing Identifier Code (RICC).
 - 15) Leave "Logistics Control Code (LCC)" block blank.
 - 16) Leave Controlled Inventory Item Code (CIIC) in the "SEC" block blank.
 - 17) Enter Equipment Category Code (ECC).
 - 18) Enter item description. Do not include make and model number.
 - 19) Leave "Publication Data" block blank.
 - 20) Leave management data blocks blank.
 - 21) Leave "Remarks" block blank.
 - 22) Prepare a basic page when an authorized line is on request but not on hand.
 - a) Enter authorization data.
 - b) Enter management data.
 - c) Add remaining data when item is received.

- (3) Prepare make and model pages.
 - a) When only one make or model of an LIN is on hand, only one DA Form 3328 is required. This page will show all data entered on basic and make/model page.
 - b) Prepare a separate page for each make and model.
 - 1) Enter date posted.
 - 2) Enter "0" in "Balance" block.
 - 3) Enter date posted.
 - 4) Enter document number.
 - 5) Enter quantity received.
 - 6) Enter quantity in "Balance" block.
 - 7) Enter UIC.
 - 8) Leave "Authority" block blank.
 - 9) Enter stock number.
 - 10) Enter UI.
 - 11) Enter LIN.
 - 12) Enter ERC.
 - 13) Leave "Required Allowance" block blank.
 - 14) Leave "Authorized Allowance" block blank.
 - 15) Enter RICC.
 - 16) Enter LCC.
 - 17) Enter CIIC in the SEC block.
 - 18) Enter ECC.
 - 19) Enter item description with make and model.
 - 20) Enter EIC in the "Item Description" block.
 - 21) Enter publication data.
 - 22) When the quantity on hand requiring serial number accounting is nine or less, the serial number and location may be entered in the "Remarks" block of DA Form 3328.
 - 23) File these pages directly behind the basic page in NIIN sequence.
 - 24) This procedure will not be used for items requiring USA/SER number accounting.
 - 25) DA Form 3328-1 is required for these items.
- (4) Prepare substitute item pages.
 - a) Prepare authorized item page.
 - b) Enter date posted.
 - c) Enter quantity in balance block.
 - d) Enter this information in pencil on the next to last transaction line as follows:
 - 1) Enter quantity substituted by each LIN.
 - 2) Enter the data from the "Stock Number" block of the substitute item page if the substitute item has no LIN assigned.
 - e) Enter UIC.

- f) Enter authorization number.
 - g) Enter stock number.
 - h) Enter UI.
 - i) Enter LIN.
 - j) Enter ERC.
 - k) Enter required allowance.
 - l) Enter authorized allowance.
 - m) Enter RICC.
 - n) Enter LCC.
 - o) Enter CIIC in the "SEC" block.
 - p) Enter the ECC.
 - q) Enter item description with make and model.
 - r) Enter EIC in the "Item Description" block.
 - s) Enter publication data.
 - t) When the quantity on hand requiring serial number accounting is nine or less, the serial number and location may be entered in the "Remarks" block of DA Form 3328.
 - u) This procedure will not be used for items requiring USA/SER number accounting.
 - v) DA Form 3328-1 is required for these items.
- (5) Prepare a separate DA Form 3328 for each substitute item having a different stock number or when two or more LINs are substituted by the same stock number.
- a) Enter date posted.
 - b) Enter "0" in the "Balance" block.
 - c) Enter date posted.
 - d) Enter document number.
 - e) Enter quantity received.
 - f) Enter quantity in the "Balance" block.
 - g) Enter UIC.
 - h) Enter "Substitute for LIN ()" in the "Authority" block (pencil entry).
 - i) Enter stock number.
 - j) Enter UI.
 - k) Enter LIN.
 - l) Enter ERC.
 - m) Leave "Required Allowance" block blank.
 - n) Leave "Authorized Allowance" block blank.
 - o) Enter RICC.
 - p) Enter CIIC in the SEC block.
 - q) Enter ECC.
 - r) Enter item description with make and model.
 - s) Enter EIC in the item description.

- t) Enter publication data.
 - u) When the quantity on hand requiring serial number accounting is nine or less, the serial number and location may be entered in the "Remarks" block of DA Form 3328.
 - v) File substitute item pages behind the authorized item page regardless of whether the substitute item is also authorized by the authorization document.
 - w) This procedure will not be used for items requiring USA/SER number accounting. DA Form 3328-1 is required for these items.
- d. Prepare DA Form 3328-1 IAW DA Pam 710-2-1, paragraphs 4-5 and 4-10.
- (1) DA Form 3328-1 is part of management data used by the PBO.
 - a) The serial number page is a two-sided form.
 - b) This form contains the serial numbers of items requiring serial number accounting.
 - c) When the quantity on hand requiring serial number accounting is nine or less, the serial number and location may be entered in the "Remarks" block of DA Form 3328.
 - d) This procedure will not be used for items requiring USA/SER number accounting. DA Form 3328-1 is required for these items.
 - (2) Post entries on DA Form 3328-1 for serial number items.
 - a) Line out "Registration."
 - b) Enter serial number of item (ink or type).
 - c) Enter location in pencil.
 - d) Enter UIC.
 - e) Enter serial number.
 - f) Enter item description.
 - (3) Post entries on DA Form 3328-1 for serial/registration number items.
 - a) Line out "Serial."
 - b) Enter registration number.
 - c) Line out location.
 - d) Line out "Registration."
 - e) Enter serial number.
 - f) Enter location.
 - g) Follow steps (a)–(f) for all four sections of DA Form 3328-1.
4. Establish automated property book, Standard Property Book System-Redesign (SPBS-R) IAW AIS Manual 25-L18-ALV-ZZZ-EM, paragraphs 8.2 and 8.3.
- a. Prepare Unit Header (ZRE) IAW AIS Manual 25-L18-ALV-ZZZ-EM, Section 8, paragraphs 8.2 and 8.3.
 - (1) Use the ZRE to add, change, or delete unit header record data in the unit file for HRH, units, or activities supported by the PBO. Also, use the ZRE to change certain data when supported by TAADS. The automated TAADS Process uses the 125ALJ File received from the MACOM to update the units and authorizations on the system (see Section 12). (See appendix E for data elements.)

- (2) A parent level UIC (four-position) must be on file before a unit or hand receipt holder SUBUIC (six-position) can be added. If the ZRE does not successfully establish a Unit File record, no succeeding transactions will process for that UIC. The structure of the UIC is unique to SPBS-R. When assigning SUBLIC (unit or hand receipt level UIC), the UIC contains all six positions as shown on the authorization document or assigned by the PBO.
 - (3) When processing initial add, change, or delete for a parent level UIC, leave the following data elements blank:
 - a) Last two positions of UIC.
 - b) Direct Support System Code.
 - c) DODAAC of UIC.
 - d) Date of Last Inventory.
 - e) Ship to/Bill to Address.
 - f) Task Force ID Code.
 - g) Task Force PBIC Indicator.
 - h) Hand Receipt Holder.
 - (4) TAADS-established MTOE Activities (TOC 1) or TDA Activities (TOC 2):

When the RAADS Authorization Process adds a UIC, the system partially builds a Unit File record, and the TAADS Exception Listing, PCN-ALV-404, is printed. The listing contains the message "New company level UIC, complete ZRE(C)." Failure to complete the ZRE(C) will prevent the 125ALJ Authorization Update from posting the authorization records to the Authorization Balance File. The partially built files contain the following data fields:

 - a) Unit Identification Code (UIC).
 - b) Unit Description (includes, if applicable, Unit Number, Branch Code, Unit Level Code, and description).
 - c) Type Organization Code.
 - d) Authorization Level of Organization (ALO).
- b. Prepare Authorization Data (ZRN).
- (1) Use the ZRN to add, change, or delete an authorization record in the ABF for a supported HRH, unit, or activity when the automated TAADS process is not used or is not available. Use this process when converting from a manual to an automated property book. Also, use the ZRN to change certain data elements for units or activities supported by TAADS. (See appendix E for data elements.)
 - a) To add an authorized LIN/NSLIN record to the ABF for an HRH, unit or activity under criteria other than TAADS, to include CTA and/or other authorization documents, perform the following:
 - 1) Process a ZRN (A). The required and authorized quantities can be any numeric value or blank, if applicable.
 - 2) If there is no catalog record, the ZRN will reject. Process a ZRB if there is no catalog file record for the LIN/NSLIN.
 - 3) An authorization record can be established for the same LIN/NSLIN, but for different PBIC (for example, PBIC 8 and PBIC 4).

EVALUATION GUIDE

PERFORMANCE MEASURES**RESULTS**

1. Determine if an active, current, property book officer has been appointed.	GO	NO-GO
2. Determine types of property.	GO	NO-GO
3. Establish a manual property book.	GO	NO-GO
4. Establish automated property book, SPBS-R.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AIS Manual 25-L18-ALV-ZZZ-EM

AR 25-50

AR 25-400-2

AR 710-2

AR 735-5

AR 840-10

CTA 50-900

CTA 50-909

DA Pam 600-8

DA Pam 710-2-1

101-92Y-2111
Post Transactions to Property Book

CONDITIONS

Assigned as a property book noncommissioned officer (NCO) and given the need to post supply transactions, i.e., DA Form 581, DA Form 2765-1, DD Form 1348-1A or DD Form 1348-2, DA Form 4697, DA Form 4949, and DD Form 362, that affect on-hand balances and management of manual and automated property book systems. Given DA Form 3328, DA Form 3328-1, Standard Property Book System-Redesigned (SPBS-R), DA Pam 710-2-1, and SPBS-R End User Manual (EM).

STANDARDS

Post supply transactions to manual and automated property book systems while successfully maintaining accurate accountability IAW DA Pam 710-2-1 and SPBS-R EM.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Post a single line item number (LIN) with one make or model to DA Form 3328/3328-1 IAW DA Pam 710-2-1.
 - a. Post the following types of transactions to the property book:
 - (1) Equipment issues and turn-ins.
 - a) DA Form 581.
 - b) DA Form 2765-1.
 - c) DA Form 3161.
 - d) DD Form 1348-1A or DD Form 1348-2.
 - (2) Equipment lateral transfers using DA Form 3161.
 - (3) Property adjustment document.
 - a) DA Form 4697.
 - b) DA Form 4949.
 - c) DD Form 362.
 - (4) Other receipts or turn-ins of equipment requiring property book accountability.
 - b. Post accounting data to DA Form 3328.
 - (1) Enter all accounting data entries in ink or by typewriter.
 - (2) "Date Posted" column: Enter the Julian date.
 - (3) "Document Number" column: Enter the document number.
 - (4) "Quantity Received" column: Enter the quantity from the document that increases the balance on hand.
 - (5) "Quantity Turn-in" column: Enter the quantity from the document that decreases the balance on hand.
 - (6) "Balance" column: Enter the current on-hand balance as adjusted from the increase or decrease.
 - c. Post management data to DA Form 3328.
 - (1) Enter all management data in pencil.

- (2) "Location" column: Enter each hand receipt file number to which the item has been issued or has the item due in.
 - (3) "Quantity Authorized" column: Enter the total quantity authorized for each hand receipt or location.
 - (4) "Quantity On Hand" column: Enter the total quantity issued on each hand receipt or location.
 - (5) "Document Number" column: Enter the document numbers for any due-in items.
 - (6) "Quantity Due-in" column: Enter the quantity due in by location.
 - (7) "Remarks" block: Use for recording the following types of data:
 - a) Enter the quantity by lot number and any suspension notices for ammunition.
 - b) Enter the quantity by lot number and inspection test date for Class I basic load.
 - c) Enter the lot number and the quantity on hand for each lot of protective masks.
 - d) Enter the reason why the item is still retained on hand for deleted, inactive, obsolete, or terminal national stock numbers (NSNs) or LINs.
- d. Post entries to DA Form 3328-1.
- (1) "Serial/Registration Number" column: Enter the serial/registration number in ink or by typewriter when required.
 - (2) List serial/registration numbers for items with a U.S. Army registration number.
 - (3) List serial/registration numbers for items with a controlled inventory item code (CIIC) other than U or blank that have serial numbers.
 - (4) List serial/registration numbers for items determined by the property book office (PBO) to be pilferable.
 - (5) List serial/registration numbers for general purpose automation equipment.
 - (6) List serial/registration numbers for expendable controlled cryptographic items (CCI) that require serial number tracking authorized by Modification Table of Organization Equipment (MTOE).
 - (7) Location column: Enter the hand receipt number (pencil entry) to which the item is issued.
- e. File all documents that support entries to the property book in the supporting document file.
- (1) File the documents in document number sequence.
 - (2) Use FN: 710-2a IAW AR 25-400-2.
 - (3) Enter "POSTED" on the documents with the date and initials of the person doing the posting.
 - (4) If the document was not posted to the property book, enter the reason why the document wasn't posted, i.e.:
 - a) Components of end item (include the LIN).
 - b) DA Form 4702-R that shows no gains or losses.
 - (5) Enter "CANCELLED" on all cancelled transaction documents with the Julian date and initials of the person doing the posting.
 - (6) Dispose of supporting document file IAW AR 25-400-2.

2. Post single LIN authorization with two or more makes or models to DA Form 3328/3328-1 IAW DA Pam 710-2-1.
 - a. Post the following types of transactions to the property book:
 - (1) Equipment issues and turn-ins.
 - a) DA Form 581.
 - b) DA Form 2765-1.
 - c) DA Form 3161.
 - d) DD Form 1348-1A .
 - (2) Equipment transfers using DA Form 3161.
 - (3) Property adjustment document:
 - a) DA Form 4697.
 - b) DA Form 4949.
 - c) DD Form 362.
 - (4) Other receipts or turn-ins of equipment requiring property book accountability.
 - b. Identify the correct DA Form 3328/3328-1 that requires entries to be posted.
 - (1) File behind the basic page.
 - (2) Post supply transactions to the appropriate make or model pages.
 - c. Post accounting data to DA Form 3328.
 - (1) Enter all accounting data entries in ink or by typewriter.
 - (2) "Date Posted" column: Enter the Julian date.
 - (3) "Document Number" column: Enter the document number.
 - (4) "Quantity Received" column: Enter the quantity from the document that increases the balance on hand.
 - (5) "Quantity Turn-in" column: Enter the quantity from the document that decreases the balance on hand.
 - (6) "Balance" column: Enter the current on-hand balance as adjusted from the increase or decrease.
 - d. Post management data to DA Form 3328.
 - (1) Enter all management data entries in pencil.
 - (2) "Location" column: Enter each hand receipt file number to which the item has been issued or has the item due in.
 - (3) "Quantity Authorized" column: Leave blank on the make or model pages. The basic page will include the authorized column for the entire LIN by hand receipt or location.
 - (4) "Quantity On Hand" column: Enter the grand total of all makes and models issued to each hand receipt or location on the basic page.
 - (5) "Document Number" column: Enter the document numbers for the due-in items by location. This information is not required on make or model pages.
 - (6) "Quantity Due-in" column: Enter the grand total of all makes and models due in for each hand receipt or location on the basic page.
 - (7) "Remarks" block: Use to record any other data needed, i.e.:
 - a) Enter the quantity by lot number and any suspension notices for ammunition.

- b) Enter the quantity by lot number and inspection test date for Class I basic load.
 - c) Enter the lot number and the quantity on hand of each lot for protective masks.
 - d) Enter the reason why the item is still retained on-hand for deleted, inactive, obsolete, or terminal NSNs or LINs.
 - e. Post entries to DA Form 3328-1.
 - (1) "Serial/Registration Number" column: Enter the serial/registration number in ink or by typewriter when required.
 - (2) "Location" column: Enter (in pencil) the hand receipt number to which the item is issued.
 - f. File all documents that support entries to the property book in the supporting document file number, FN: 710-2a.
3. Post a substitute LIN item to DA Form 3328/3328-1 IAW DA Pam 710-2-1.
- a. Identify the correct DA Form 3328/3328-1.
 - (1) Insert substitute item page behind the authorized item page.
 - (2) Post supply transactions to each NSN page, or when two or more LINs are substituted by the same NSN.
 - b. Post accounting data.
 - (1) Complete all accounting data entries in ink or by typewriter.
 - (2) "Date Posted" column: Enter the Julian date of the posting.
 - (3) "Document Number" column: Enter the document number of the document being posted.
 - (4) "Quantity Received" column: Post the quantity from the document that increases the balance on hand.
 - (5) "Quantity Turn-in" column: Post the quantity from the document that decreases the balance on hand.
 - (6) "Balance" column: Enter the current on-hand balance, as adjusted from the increase or decrease.
 - c. Enter the quantity and LIN of the substitute items in pencil on the next to the last transaction line of the authorized page.
 - d. Post management data.
 - (1) Complete all management data entries in pencil.
 - (2) "Location" column: Enter each hand receipt file number for which the item has been issued.
 - (3) "Quantity Authorized" column: Leave blank on substitution pages.
 - (4) "Quantity On Hand" column: Enter the balance listed on the last transaction line in "Accounting Data."
 - (5) "Document Number" column: Enter the document numbers for any due-in items by location.
 - (6) "Quantity Due-in" column: Enter the quantity due in.
 - (7) Use "Remarks" block for recording any other data needed, i.e.:
 - a) Enter the quantity by lot number and any suspension notices for ammunition.

- b) Enter the quantity by lot number and inspection test date for Class I basic load.
 - c) Enter the lot number and the quantity on hand for each lot of protective masks.
 - d) Enter the reason why the item is still retained on hand for deleted, inactive, obsolete, or terminal NSNs or LINs.
 - e. Post entries to DA Form 3328-1.
 - (1) "Serial/Registration Number" column: Enter the serial/registration number in ink or by typewriter when required.
 - (2) "Location" column: Enter (in pencil) the hand receipt number to which the item is issued.
 - f. File all supporting documents that support entries to the property book in the supporting document file, FN: 710-2a.
4. Correct entries to DA Form 3328/3328-1 IAW DA Pam 710-2-1.
- a. Correct mistakes that do not affect the balance column.
 - (1) Draw a single line through the mistake.
 - (2) Make sure the mistake can still be read.
 - (3) Make the correct entry either above the mistake or in the correct column, as applicable.
 - b. Correct posting mistakes found in the balance column.
 - (1) Draw a single line through the mistake.
 - (2) Enter "CORR" in the unused column of the line containing the mistake.
 - (3) Make the correct entry on the next available line.
 - a) Enter the current date.
 - b) Enter the original document number.
 - c) Enter the adjusted balance.
 - d) Enter "CORR" in any unused column of the line with the correcting entry.
 - c. Correct postings made to the wrong page that affect the balance column.
 - (1) Draw a single line through the mistake.
 - (2) Make sure the mistake can still be read.
 - (3) Enter "CORR" in the unused column of the line containing the mistake.
 - (4) Post the data to the correct page.
 - (5) Line out the original posting that was placed on the document and initial.
 - (6) Enter the new posted date.
 - d. Correct serial/registration number errors.
 - (1) Draw a line through the mistake.
 - (2) Make sure the mistake can still be read.
 - (3) Make the correct entry in the same block in which the error was made.
 - (4) Prepare DA Form 4949 for the following errors:
 - a) Obvious transposed numbers.
 - b) Obvious numbers miscopied from the issue document.
 - c) Items swapped out or replaced with exact LIN and NSN while in maintenance.

- (5) Initiate investigation per AR 735-5 if there is a possibility of a substitution, or if the item is a sensitive item.
5. Remake DA Form 3328/3328-1 IAW DA Pam 710-2-1.
 - a. Remake DA Form 3328 when torn, mutilated, lost, or filled.
 - (1) Enter the date.
 - (2) Enter the balance carried forward.
 - (3) Enter the quantity on the old page.
 - (4) Use the balance carried forward line if it is available. Otherwise, use any available transaction line.
 - (5) Carry the last recorded balance forward to a new page.
 - (6) Enter the same date and the balance from the old page on the new page.
 - (7) Make these transactions on the first transaction line.
 - b. Research all files if the balance cannot be read or if the page is lost.
 - (1) Notify the property book office appointing authority to appoint an officer not responsible for the property to conduct the research.
 - (2) Instruct the appointed officer to conduct a physical inventory if the correct balance cannot be determined by research.
 - (3) Research all files to determine the balance on hand.
 - (4) Post the results to the property book page on the next available line as follows:
 - a) Enter the date.
 - b) Enter per inventory.
 - c) Enter the inventory balance.
 - (5) Post the results to a new property book page if necessary.
 - (6) Obtain the accountable officer's signature.
 - (7) Notify a U.S. property and fiscal officer (USPFO) representative to verify the reconstructed balance for the Army National Guard (ARNG).
 - c. Remake DA Form 3328-1 when necessary or when the PBO wants to transfer the information to a new page.
 - (1) Transfer the serial numbers that are not lined out from the old page to the new page.
 - (2) File the old page in the inactive property book, FN: 710-2a.
 - (3) Annotate the transfer date in ink in the top right corner when lines are transferred to the inactive file.
 - d. File inactive DA Form 3328/3328-1 in the inactive file when torn, mutilated, or filled.
 - (1) Keep separate from active property book pages.
 - (2) Make a separate file for the inactive property book pages.
 - (3) File in FN: 710-2a, inactive property book file IAW AR 25-400-2.
 - (4) File inactive pages in the same sequence as the active property book pages.
 - (5) Notify a USPFO representative to remove the old pages from the active property book and file them in the inactive property book file.
 - (6) Remove ARNG property book pages from the active property book file upon completion of the next USFPO reconciliation.
 - (7) Dispose of pages in the inactive property book file IAW AR 25-400-2.

6. Post an asset adjustment (ZRI) transaction to automated property book system (SPBS-R) IAW SPBS-R EM.
 - a. Post an asset adjustment (ZRI) increase transaction to SPBS-R.
 - (1) Select the <F3> function key to obtain the Property Book Transactions menu.
 - (2) Place an "X" on the option line for "ZRI-Asset Adjustment" and press <ENTER>.
 - (3) Place an "X" on the option line for "ZRI-Property Book" and press <ENTER>.
 - (4) Select "N" in response to the message prompt, "Is This To Complete A Suspense Action?" and press <ENTER> to obtain a blank ZRI screen.
 - (5) Complete the ZRI screen as follows:
 - a) Enter the unit identification code (UIC) of the gaining property book account on the UIC line.
 - b) Enter the property book identification code (PBIC) for the equipment on the PBIC line. PBICs are listed in appendix D of the SPBS-R EM.
 - c) Enter the item's line item number/non-standard line item number (LIN/NSLIN) on the LIN/NSLIN line.
 - d) Enter the sub-line item number/sub non-standard line item number (SUBLIN/SUBNSLIN) on the SUBLIN/SUBNSLIN line, if required. Otherwise, leave blank.
 - e) Enter the equipment concentration site (ECS) code, if required, on the Equipment Conc Site line. Otherwise, leave blank.
 - f) Leave the Document Number line blank if you want the system to assign the document number. Otherwise, enter the Julian date and serial number of the document being posted.
 - g) Enter the form number of the transaction on the Form Number line.
 - h) Enter the respective code for the type of asset quantity change on the Type Change CD line.
 - i) Enter the quantity being added on the Quantity line.
 - j) Enter the gaining or losing element's Department of Defense Address Activity Code (DODAAC) on the Gain/Losing DODAAC line, depending on the type of form used.
 - k) Enter the letter "I" for increase on the Type Action CD line.
 - l) Process the transaction by pressing <ENTER>.
 - m) Select Y or N in response to the serial number query, if required.
 - 1) "Y" provides a partially completed Serial/Registration/Lot NR (ZRG) screen.
 - 2) "N" exits the ZRI process and returns to the Asset Adjustment screen.
 - (6) Complete the mandatory entries of the Serial/Registration/Lot NR (ZRG) screen, if required.
 - a) Enter the serial, registration, or lot number as applicable.
 - b) Enter the quantity for the given lot number if lot number is used.
 - c) Enter the transaction code if the item has an SRRC of "C" or "T."
 - d) Select Y or N in response to the message prompt, "Do you want to add a SYSNO to this end item?" if the item has components that require accountability.

- 1) "Y" adds a system number to the item and displays the partially completed Component Data Record Serial Number (Add) ZRX (A) screen.
 - 2) Complete the ZRX (A) screen as follows:
 - a. Enter the component's NSN on the NSN/MCN line.
 - b. Enter the component's serial number on Serial NR line.
 - c. Enter the information for positions 54 through 79, if required.
 - d. Process the component.
 - e. Continue to complete ZRX (A) screens for each additional component, as required.
 - f. Enter "R" on the action line to return to the previous menu.
- (7) File all documents that support entries to the property book in the supporting document file.
- b. Post an asset adjustment ZRI decrease (D) transaction to SPBS-R.
- (1) Other turn-ins of equipment requirement property book accountability.
 - (2) Select <F3> to obtain the Property Book Transactions menu.
 - (3) Place an "X" on the option line for ZRI – Asset Adjustment and press <ENTER>.
 - (4) Place an "X" on the option line for ZRI – Property Book and press <ENTER>.
 - (5) Select "N" in response to the message prompt, "Is This To Complete A Suspense Action?" and press <ENTER> to obtain a blank ZRI screen.
 - (6) Complete the asset adjustment screen as follows:
 - a) Enter the UIC of the losing property book account on the UIC line.
 - b) Enter the PBIC of the property being deleted on the PBIC line.
 - c) Enter the item's LIN/NSLIN on the LIN/NSLIN line.
 - d) Enter the original adjustment document SUBLIN/SUBNSLIN, if applicable, on the SUBLIN/SUBNSLIN line.
 - e) Enter the ECS code, if required, on the Equipment Conc Site line or leave blank.
 - f) Leave the Document Number line blank if you want the system to assign the document number. Otherwise, enter the Julian date and serial number of the document being posted.
 - g) Enter the form number of the transaction on the Form Number line.
 - h) Enter the respective code for the type of asset quantity change on the Type Change CD line.
 - i) Enter the quantity being deleted on the Quantity line.
 - j) Enter the gaining or losing element's DODAAC, depending on the type of form used, on the Gain/Losing DODAAC line.
 - k) Enter "D" for decrease on the Type Action CD line.
 - l) Process the transaction by pressing <ENTER>.
 - m) Select Y or N to the serial number query, if required.
 - 1) "Y" provides a partially completed Serial/Registration/Lot NR (ZRG) screen.
 - 2) "N" exits the ZRI process and returns to the Asset Adjustment screen.

- (n) Complete the mandatory entries of the Serial, Registration/Lot Number (ZRG) screen, if required:
 - 1) Enter the serial, registration, or lot number, as applicable.
 - 2) Enter the quantity for the given lot number if the lot number is used.
 - 3) Enter the transaction code if the item has an SRRC of "C" or "T."
 - 4) Enter SYSNO, if assigned.
- (o) File all documents that support entries to the property book in the supporting document file.
- c. Post a ZRI reversal (R) to correct an asset adjustment back to the original quantity IAW SPBS-R EM.
 - (1) Select <F3> to obtain the Property Book Transactions menu.
 - (2) Place an "X" on the option line for ZRI – Asset Adjustment and press <ENTER>.
 - (3) Place an "X" on the option line for ZRI – Property Book and press <ENTER>.
 - (4) Select N in response to the message prompt, "Is This To Complete A Suspense Action?" and press <ENTER> to obtain a blank ZRI screen.
 - (5) Complete the Asset Adjustment screen as follows:
 - a) Enter the UIC listed on the original asset adjustment document on the UIC line.
 - b) Enter the PBIC of the original asset adjustment document on the PBIC line.
 - c) Enter the original adjustment document item's LIN/NSLIN on the LIN/NSLIN line.
 - d) Enter the original adjustment document SUBLIN/SUBNSLIN, if applicable, on the SUBLIN/SUBNSLIN line.
 - e) Enter the original adjustment document ECS code, if required, on the Equipment Conc Site line. Otherwise, leave blank.
 - f) Enter the original adjustment document's document number on the Document Number line.
 - g) Enter the form number of the original adjustment document on the Form Number line.
 - h) Enter the respective code for the original adjustment document's type of asset quantity change on the Type Change CD line.
 - i) Enter the quantity of the original adjustment document on the Quantity line.
 - j) Enter the original document's gaining or losing element's DODAAC, depending on the type of form used, on the Gain/Losing DODAAC line.
 - k) Enter "R" for reverse on the Type Action CD line.
 - l) Process the transaction by pressing <ENTER>.
 - m) Select Y or N to the serial number query, if required.
 - 1) Select Y if the original transaction processed the item's serial number and to bring up the Serial/Registration/Lot NR screen.
 - 2) Select N if the original transaction did not process an item's serial number and to return to the Asset Adjustment screen.
 - (n) Complete the mandatory entries of the Serial/Registration/Lot Number (ZRG) screen, if required.

- 1) Enter the serial, registration, or lot number, as applicable, from the original transaction.
 - 2) Enter the quantity for the given lot number if the lot number is used.
- d. Post ZRI suspense(s) to establish a pending asset adjustment transaction IAW SPBS-R EM.
- (1) Select <F3> to obtain the Property Book Transactions menu.
 - (2) Place an "X" on the option line for ZRI – Asset Adjustment and press <ENTER>.
 - (3) Place an "X" on the option line for ZRI – Property Book and press <ENTER>.
 - (4) Select Y in response to the message prompt, "Is This To Complete A Suspense Action?" and press <ENTER> to obtain a blank Asset Adjustment screen.
 - (5) Enter the UIC and document number of the suspense transaction on the appropriate lines and press <ENTER> to obtain the partially completed Asset Adjustment screen.
 - (6) Enter the quantity of the completed suspense transaction.
 - (7) Enter "I" or "D" in the Type Action CD space.
 - (8) Process the transaction by pressing <ENTER>.
 - (9) Select Y or N to the serial number query, if required.
 - (10) Enter the serial, registration, or lot number, as applicable, for the original transaction.
 - (11) Enter the quantity for the given lot number, if lot number is used.
 - (12) Complete the ZRG screen, if required.
 - (13) Complete the ZRX screen, if required.
 - (14) Exit to the Asset Adjustment screen.
- e. Post a ZRI cancellation (C) to cancel a transaction that is in suspense IAW SPBS-R EM.
- (1) Select <F3> to obtain the Property Book Transactions menu.
 - (2) Place an "X" on the option line for ZRI – Asset Adjustment and press <ENTER>.
 - (3) Place an "X" on the option line for ZRI – Property Book and press <ENTER>.
 - (4) Select Y in response to the message prompt, "Is This To Complete A Suspense Action?" and press <ENTER> to obtain a blank Asset Adjustment screen.
 - (5) Enter the UIC and document number of the suspense transaction on the appropriate lines and press <ENTER> to obtain the partially completed Asset Adjustment Information screen.
 - (6) Enter "C" for cancel in the Type Action CD space.
 - (7) Process the transaction by pressing <ENTER>.
 - (8) Exit to the Asset Adjustment screen.
- f. Post a ZRI for a multiple transaction document IAW SPBS-R EM.
- (1) Select <F3> to obtain the Property Book Transactions menu.
 - (2) Place an "X" on the option line for ZRI – Asset Adjustment and press <ENTER>.
 - (3) Place an "X" on the option line for ZRI – Property Book and press <ENTER>.
 - (4) Select Y or N in response to the message prompt, "Is This To Complete A Suspense Action?" depending on whether the item was placed in suspense.

- (5) Complete the Asset Adjustment screen using the first item on the adjustment document.
 - (6) Enter the UIC of the property book account the equipment is being deleted from, or added to, on the UIC line.
 - (7) Enter the PBIC for the type of property.
 - (8) Enter the item's LIN/NSLIN on the LIN/NSLIN line.
 - (9) Enter the SUBLIN/SUBNSLIN, if applicable, on the SUBLIN/SUBNSLIN line.
 - (10) Enter the ECS code, if required, on the Equipment Conc Site line. Otherwise, leave blank.
 - (11) Leave the document number line blank if you want the system to assign the document. Otherwise, enter the Julian date and serial number of the document.
 - (12) Enter the form number of the transaction on the Form Number line.
 - (13) Enter the respective code for the type of asset quantity change on the Type Change CD line.
 - (14) Enter the quantity being deleted or added on the Quantity line.
 - (15) Enter the gaining or losing element's DODAAC, depending on the type of form used, on the Gain/Losing DODAAC line.
 - (16) Enter "D" for decrease or "I" for increase on the Type Action CD line.
 - (17) Process the transaction by pressing <ENTER>.
 - (18) Complete the ZRG screen, if required.
 - (19) Complete the ZRX screen, if required.
 - (20) Access the ZRI screen again.
 - (21) Complete the Asset Adjustment screen using the information for the second item, performing steps (f) through (n) above, but omit (k).
 - (22) Enter the same document number assigned to the first item manually on the document number line.
 - (23) Complete remaining item(s) as required.
- g. Post non-property book ZRI transaction IAW SPBS-R EM.
- (1) Select <F3> to obtain the Property Book Transactions menu.
 - (2) Place an "X" on the option line for ZRI – Asset Adjustment and press <ENTER>.
 - (3) Place an "X" on the option line for ZRI – Nonproperty Book and press <ENTER>.
 - (4) Select Y or N in response to the message prompt, "Is This To Complete A Suspense Action?" depending on whether the item was a suspense transaction. Perform the following steps:
 - a) Enter the UIC of the property account on the UIC line.
 - b) Enter the PBIC for the property on the PBIC line.
 - c) Enter the LIN/NSLIN of the end item to which the component belongs.
 - d) Enter the equipment concentration site (ECS) code, if required, on the Equipment Conc Site line. Otherwise, leave blank.
 - e) Leave the document number line blank if you want the system to assign the document number. Otherwise, enter the Julian date and serial number assigned to the posting document.
 - f) Enter the form number of the transaction on the Form Number line.
 - g) Enter "D" for decrease or "I" for increase on the Type Action CD line.

- (5) Exit to the Asset Adjustment screen.
7. Post internal lateral transfer (ZRL) to SPBS-R IAW SPBS-R EM.
 - a. Select <F3> to obtain the Property Book Transactions menu.
 - b. Place an "X" on the option line for ZRL – Lateral Transfer and press <ENTER>.
 - c. Select Y or N in response to the message prompt, "Is This To Complete A Suspense Action?" depending on whether the item was placed in suspense. Obtain a blank ZRL screen.
 - d. Complete the losing unit/activity section of the ZRL as follows:
 - (1) Enter the UIC of the losing hand receipt holder (HRH) on the UIC line.
 - (2) Enter the PBIC of the item for the losing HRH on the PBIC line.
 - (3) Enter the LIN/NSLIN, as recorded for the losing HRH, on the LIN/NSLIN line.
 - (4) Enter the SUBLIN/SUBNSLIN as recorded for the losing HRH, if applicable, on the SUBLIN/SUBNSLIN line.
 - (5) Enter the NSN/MCN, as recorded for the losing HRH, on the NSN/MCN line.
 - (6) Enter the ECS for the losing HRH, if applicable, on the Equipment Conc Site line.
 - (7) Leave the Document Number line blank if assigned by the system. Otherwise, enter the document number of the transfer document.
 - (8) Enter the quantity being transferred on the Quantity line.
 - e. Complete the gaining unit/activity section of the ZRL as follows:
 - (1) Enter the ECS for the gaining HRH, if applicable, on the Equipment Conc Site line.
 - (2) Enter the PBIC for the gaining HRH on the PBIC line.
 - (3) Enter the UIC of the gaining HRH on the UIC line.
 - (4) Enter the LIN/NSLIN authorized for the gaining HRH on the LIN/NSLIN line.
 - (5) Enter the SUBLIN/SUBNSLIN for the gaining HRH, if applicable. Otherwise, leave blank.
 - (6) Enter the appropriate manager enter code (MEC)/type action code (TA), if required, on the MEC/TA line:
 - a) Leave blank to process the transactions.
 - b) Enter "S" to place document in suspense.
 - c) Enter "C" to cancel a document previously placed in suspense that is no longer needed.
 - d) Enter "R" to reverse a previously posted erroneous transfer.
 - f. Complete ZRG transaction(s) if required.
 - g. Complete ZRX transaction(s) if required.
 - h. Return to the ZRL screen to post all items listed on the transfer document.
 - i. Enter the document number assigned to the first item for all items on the transfer document.
 - j. Return to the Property Transactions menu when completed.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Post single LIN with one make or model to DA Form 3328/3328-1.	GO	NO-GO
2. Post single LIN authorization with two or more make or models to DA Form 3328/3328-1.	GO	NO-GO
3. Post a substitute LIN item to DA Form 3328/3328-1.	GO	NO-GO
4. Correct entries on DA Form 3328/3328-1.	GO	NO-GO
5. Remake DA Form 3328/3328-1.	GO	NO-GO
6. Post an asset adjustment (ZRI) transaction to automated property book system (SPBS-R).	GO	NO-GO
7. Post internal lateral transfer (ZRL) to SPBS-R.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 DA Pam 710-2-1
 SPBS-R EM

101-92Y-2116
SUPERVISE INVENTORY OF SUPPLIES AND EQUIPMENT

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the requirement to supervise an inventory of supplies and equipment. Given the property listings, DA Form 2062, DA Form 3161, DA Form 2765-1, DA Form 4949, DA Form 4697, DD Form 362, appropriate supply publications, AR 190-11, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), AR 735-5, DA Pam 25-30, DA Pam 710-2-1, ULLS-S4, a computer with CD-ROM, and a forms program.

STANDARDS

Supervise inventory supplies and equipment and account for property IAW the appropriate authorization documents and publications.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Prepare for inventory IAW DA Pam 710-2-1, chapter 9.
 - a. Check with the commander for any special instructions.
 - b. Verify that the current DA Pam 25-30 is used to conduct the inventory.
 - c. Verify availability of facilities for laying out equipment.
 - d. Verify the date, time, and location of inventory with all hand receipt holders.
 - e. Identify personnel that will be assisting with the inventory.
 - f. Notify the subhand receipt holders of when, where, and how the inventory will be conducted.
 - g. Ensure that hand receipt holders are members of the unit that is assigned the property.
 - h. Make sure all hand or subhand receipts and annexes with change documents are posted prior to inventory.
2. Conduct a physical inventory IAW DA Pam 710-2-1, chapter 9.
 - a. Follow the commander's special instructions.
 - b. Compare authorization documents, modified table of allowances (MTOE), table of distribution and allowances (TDA), or joint table of allowance (JTA) with the hand receipts.
 - c. Review DA Pam 25-30 to ensure that the most current publications are used to conduct the inventory.
 - d. Make sure the quantity agrees with quantity recorded on the hand receipt document.
 - e. Make sure the items being inventoried belong to the unit.
 - f. Visually count and verify serial numbers of each item being inventoried.
 - g. Check end item for completeness using the proper technical manual or supply catalog.
 - h. Make visual check of the condition of the items.
 - i. Validate maintenance and laundry requests.

- j. Report discrepancies to the commander.
3. Post inventory procedures IAW DA Pam 710-2-1, chapter 9.
 - a. Compare inventory results with authorization documents, hand receipts, property listings, or component listings to verify shortages.
 - b. Inform commander of inventory results.
 - c. Cross-level and report excess property to accountable officer.
 - d. Prepare adjustment document(s) if required.
 - e. Process any adjustment document(s) as a result of inventory.
 - f. Ensure that all hand receipts, property listings, or component listings as required are available.
 - g. Upon completing a change of command inventory, the incoming and outgoing commander will meet with the PBO for the change of property responsibility.
 - h. Prepare a memorandum with results of inventory between outgoing and incoming commander, if required.
 - i. Provide a copy of memorandum of inventory results to higher headquarters, if required.
 - j. Place the inventory documents in the property record inspection and inventory report file, 710-2d.
 - k. Place copies of all adjustment documents in property book and supporting documents file, 710-2a.
 - l. File the inventory results IAW AR 25-400-2.
 - m. Turn in overages as "found on installation property."

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Prepare for inventory.	GO	NO-GO
2. Conduct a physical inventory.	GO	NO-GO
3. Post inventory procedures.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
 AR 190-11
 AR 735-5
 DA Pam 25-30
 DA Pam 710-2-1
 ULLS-S4 EM

SUBJECT AREA 13: ABSENTEE PROPERTY ACCOUNTABILITY PROCEDURES

101-92Y-2114

ACCOUNT FOR ABSENTEE'S CLOTHING, EQUIPMENT, AND PERSONAL EFFECTS

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the requirement to account for all absentee military and individual personal property in the unit. Given DA Form 3078, DA Form 3645, AR 700-84, DA Pam 710-2-1, DA Pam 600-8, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), local SOP, and plain bond paper.

STANDARDS

Account for and secure absentee clothing, equipment, and personal effects without losing accountability IAW AR 700-84.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Inventory absentee clothing, equipment, and personal effects.
 - a. Verify that the commander designates a commissioned officer, warrant officer, or noncommissioned officer (E-5 and above) to inventory the soldier's property IAW AR 700-84.
 - b. Prepare four copies (the original plus three copies) of DA Form 3078 for inventory of absentee personal military clothing.
 - (1) Block 3: Enter the date.
 - (2) Block 4: Enter the name of the absentee soldier.
 - (3) Block 5: Enter social security number (SSN).
 - (4) Block 6: Enter rank/grade.
 - (5) Block 7: Enter the organization.
 - (6) Block 11: Check the appropriate blocks.
 - (7) Block 13: Enter the date and initials of the person performing the inventory.
 - (8) Block 14: Enter the unit phone number.
 - (9) Block 16: Enter AR 700-84 and paragraph number.
 - (10) Blocks 19 and 24: Enter the quantity inventoried.
 - (11) Block 30: Enter "INVENTORIED BY" and sign.
 - (12) Make certain that the witness and the commander verify and initial the form.
 - (13) Place the original copy of the inventory with the items inventoried.
 - (14) Place the three copies in the unit supply files pending further action.
 - (15) Secure the clothing in the unit's storage area or in a secured storage area designated by the installation commander.
 - c. Prepare two copies of DA Form 3645 for organizational clothing and individual equipment (OCIE) IAW DA Pam 710-2-1 as follows:

- (1) Name block: Enter the name of the absentee and "INVENTORIED ACCORDING TO DA PAM 710-2-1."
- (2) Quantity block: Enter the quantity inventoried in numerical columns.
- (3) Signature and date block: Sign and date the form.
- (4) Place the original inventory with the clothing inventoried.
- (5) Place the copy in the unit supply files.
- (6) Place the OCIE in the unit's secure storage area.
- d. Prepare a plain bond paper inventory list for the inventory of personal civilian clothing/property IAW DA Pam 600-8 and AR 700-84.
 - (1) Prepare four copies of the plain bond paper inventory document.
 - (2) Record the absentee's name, grade, and SSN on all copies.
 - (3) Record the clothing as follows:
 - a) Item number.
 - b) Item description.
 - c) Market value.
 - d) Quantity on hand.
 - e) Record high dollar items by make, model, and serial number.
 - f) Place the original copy of the inventory with the clothing inventoried.
 - g) Attach copies two, three, and four with DA Form 3078 in unit supply files.
 - h) Place the clothing in the unit's secure storage area.
- e. Turn all currency into the Finance and Accounting Office (FAO) IAW local SOP.
2. Process an absentee soldier's clothing, equipment, and personal effects.
 - a. Account for a hospitalized soldier's clothing, equipment, and personal effects IAW AR 700-84, DA Pam 600-8, and DA Pam 710-2-1.
 - (1) Inventory clothing and equipment after 120 hours (five days).
 - (2) Transfer personal clothing to the medical facility.
 - (3) Verify that the soldier signs DA Form 3078 acknowledging receipt of the clothing.
 - (4) File the signed copy IAW local SOP.
 - b. Account for the soldier's clothing, equipment, and personal effects while on leave, pass, or temporary duty (TDY) IAW AR 700-84, DA Pam 710-21-1, and DA Pam 600-8.
 - (5) Inventory the soldier's property in the presence of the individual.
 - (6) Verify that the soldier signs inventory documents.
 - (7) File the original copy with the soldier's property.
 - (8) Store property in a secure storage area.
 - (9) File remaining copies IAW local SOP.

EVALUATION GUIDE

PERFORMANCE MEASURES

RESULTS

- | | | |
|---|----|-------|
| 1. Inventory absentee clothing, equipment, and personal effects. | GO | NO-GO |
| 2. Process an absentee soldier's clothing, equipment, and personal effects. | GO | NO-GO |
-

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

AR 25-400-2
AR 700-84
DA Pam 600-8
DA Pam 710-2-1
Local SOP

101-92Y-2115
**DISPOSE OF ABSENTEE'S CLOTHING,
EQUIPMENT, AND PERSONAL EFFECTS**

CONDITIONS

Assigned as a unit supply sergeant in a field or garrison environment and given the requirement to dispose of absentee clothing, equipment, and personal effects for a soldier who is absent without leave, dropped from the rolls, discharged for hardship reasons while on leave from overseas, reassigned for compassionate reasons while on leave from overseas, confined in a correctional facility on emergency leave, hospitalized, reported dead or missing. Given AR 700-84, AR 25-400-2 (now contains a "hot link" to the Army Records Retention Schedules at <http://www.rmda.belvoir.army.mil/markstit.htm>), DA Pam 710-2-1, DA Pam 600-8, DA Form 3078, DA Form 3645, DA Form 3645-1, bond paper, and local SOP.

STANDARDS

Dispose of absentee clothing, equipment, and personal effects IAW AR 700-84, DA Pam 710-2-1, DA Pam 600-8, and local SOP.

TRAINING AND EVALUATION

TRAINING INFORMATION OUTLINE

1. Return absentee clothing and personal effects to a soldier who returns to home station IAW AR 700-84, paragraph 12-12, and AR 25-400-2.
 - a. Inventory clothing, equipment, and personal effects with soldier.
 - b. Obtain the signature of the soldier receiving the clothing, equipment, and personal effects on all copies of the inventory documents DA Form 3078, DA Form 3645, DA Form 3645-1, and bond paper.
 - c. Provide copy three of DA Form 3078, DA Form 3645, DA Form 3645-1, and bond paper to the soldier for his record.
 - d. File the remaining copies in the unit supply files.
2. Return absentee clothing and personal effects to a soldier who has returned to another installation from Absent Without Leave (AWOL) IAW AR 700-84, paragraph 12-13; DA Pam 600-8, paragraph 9-3; and AR 25-400-2.
 - a. Remove property from secure storage area and verify inventory.
 - b. Determine the expense to the government for shipping the property to new installation.
 - c. Forward the information to the new station for collection of shipping expenses from the enlisted soldier's pay.
 - d. Arrange to ship abandoned effects with local transportation office.
 - e. Place a copy of the inventory and shipping receipt documents in the unit supply files.
3. Dispose of absentee clothing, equipment, and personal effects when a soldier is dropped from the rolls IAW AR 700-84, paragraph 12-13; DA Pam 710-2-1, paragraph 10-18; and DA Pam 600-8, paragraph 9-3.
 - a. Turn in military personal clothing through normal supply channels for reclassification and return to stock.

- (1) Ensure that the identity and the assigned unit of the soldier are listed on the turn-in document.
- (2) Attach a statement from the commander verifying that the soldier was dropped from the rolls on a certain date.
- (3) Attach a statement verifying that all abandoned recoverable items listed on the inventory form are included on the turn-in document.
- b. File the completed copy of the turn-in document in the unit's supply files.
- c. Turn organizational clothing and individual equipment (OCIE) in to the central issue facility (CIF).
- d. Return overages as found on installation to the CIF.
- e. Prepare adjustment documents for shortages.
- f. Ensure that the installation commander appoints a summary court officer.
- g. File one copy of the inventory document in the unit's supply files.
- h. Forward one copy of the inventory document to the soldier's military personal records.
- i. Forward one copy of the inventory document to the summary court officer.
- j. Personal effects will be turned over to the appointed summary court officer who will make disposition of the items.

EVALUATION GUIDE

PERFORMANCE MEASURES	RESULTS	
1. Return absentee clothing and personal effects to a soldier who returns to home station.	GO	NO-GO
2. Return absentee clothing and personal effects to a soldier who has returned to another installation from AWOL.	GO	NO-GO
3. Dispose of absentee clothing, equipment, and personal effects when a soldier is dropped from the rolls.	GO	NO-GO

FEEDBACK

Score the soldier GO if all steps are passed. Score the soldier NO-GO if any step is failed. If the soldier fails any step, show what was done wrong and how to do it correctly.

REFERENCES

- AR 25-400-2
- AR 700-84
- DA Pam 600-8
- DA Pam 710-2-1
- Local SOP

Appendix A

MAJOR JOB-DUTY POSITION

92Y-Unit Supply Specialist (Unit Supply Spec), CMF 92

1. **MOSC 92Y10.** Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns in organization and installation supplies and equipment. Operates unit level computer (ULC). Prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons.
2. **MOSC 92Y20.** Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Post transaction to organizational and installation property books and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged, and destroyed supply items.

GLOSSARY

Section I ACRONYMS AND ABBREVIATIONS

A	
A&E	ammunition and explosives
AA	accountable activity
AAC	acquisition advice code
AAE	army acquisition executive
AAFES	Army and Air Force Exchange Service
AAI	additional authorized items
AAL	additional authorizations list
AAO	Army acquisition objective
AAR	administrative adjustment report
AASF	Army Aviation Support Facility
AB	air base
ABF	availability balance file
ABL	ammunition basic load
AC	acquisition corps, advice code
ACA	air clearance authority
ACAT	acquisition category
ACCOR	Army COMSEC central office of record
ACOD	actual cost of damage
ACWT	average customer wait time
ADC	assistant division commander
ADCS	assistant division commander (support)
ADVON	advanced echelon
AFFS	Army field feeding system
AFFS-F	Army field feeding system-future
AFI	asset force information
AIF	Army Industrial Fund
AL	administrative logistics
ALMC	Army Logistics Management College
ALMSA	Automated Logistics Management Systems Activity
ALO	authorized level of organization
ALW	allowance
AMC	U.S. Army Materiel Command, aviation maintenance company
AMCISS	AMC Installation Supply System
AMCCOM	U.S. Army Armament, Munitions, and Chemical Command
AMDF	Army master data file
AMSA	area maintenance support activities
AMSS	Army materiel status system
ANMCS	anticipated not mission capable supply
AO	area of operations

AOAP	Army Oil Analysis Program
APO	accountable property officer
APOD	aerial port of debarkation
APOE	aerial port of embarkation
AR	Army regulation
ARC	Accounting Requirements Code
ARI	automatic return items
ARIL	automatic return items list
AS	acquisition strategy
ASA	Army supply agency, ammunition supply activity
ASC	automatic switching center
ASDA	accountable supply distribution activity
ASF	Army stock fund, aeromedical staging facility
ASG	area support group
ASL	authorized stockage list
ASMB	area support medical battalion
ASMC	area support medical company, area support maintenance company
ASP	ammunition supply point
ASR	alternate supply route, asset supply request
ATCOM	U.S. Army Aviation and Troop Command
ATIC	air terminal identifier code
ATLS	advanced trauma life support
ATP	ammunition transfer point
AUTODIN	automatic digital network
AUTOVON	automatic voice network
AVFUEL	aviation fuel
AVGAS	aviation gas
AVIM	aviation intermediate maintenance
AVUM	aviation unit maintenance
AWCF	Army working capital fund
AWE	Army warfighting exercise
AWR-S	Army War Reserves—Sustainment
AWR-3	Army War Reserve 3
AWRPS	Army War Reserve Prepositioned Sets
AXP	ambulance exchange point
B	
BALOC	balance location
BAS	battalion aid station
B/B	break bulk
BBP	break bulk point
BBPCT	blocking, bracing, packaging, crating, and tie-down
BCOC	base cluster operation center
BD	battlefield distribution
BDAR	battle damage assessment and repair
BII	basic issue item
BIIL	basic issue item list
BL	bill of lading, basic load
BLAST	block asynchronous transmission
BMMC	Brigade Materiel Management Center

BMO	battalion maintenance officer
BN	battalion
BOE	blanket open end
BOI	basis of issue
BSA	brigade support area
BSC	base support company in Force XXI
BTRY	battery
BUR	bottom-up reconciliation
C	
CAGE	commercial and government entity code
CAP	capacity
CASCOM	Combined Arms Support Command
CBS-X	continuing balance system—expanded
CCA	central collection agency
CCI	controlled cryptographic item
CCL	combat configured load
CCP	consolidation and containerization point, casualty collection point
CCSS	Commodity Command Standard System
CDA	catalog data agency
CDCP	central data collection point
CECOM	Communications and Electronics Command
CHE	container handling equipment
CHS	combat health support
CIC	content indicator code
CIE	clothing and individual equipment
CIF	central issue facility
CIIC	controlled inventory item code
CIMM	commodity integrated material manager
CIIP	clothing initial issue point
CK	containerized kitchen
CL	classification list, components list, combat load
CLSSA	cooperative logistics supply support agreement
CMCC	corps moving control center
CMMC	corps materiel management center
COEI	components of end items
COMMZ	communications zone
COMSEC	communications security
COMSECLOG	U.S. Army Communications Security Logistics
CONUS	Continental United States
COSCOM	Corps Support Command
CP	cannibalization point
CPL	certified professional logistician
CPP	central processing point
CROP	container roll-in/roll-out platform
CRP	centralized receiving point
CRT	combat repair team
CS	combat stockage, combat support
CSA	corps storage area
CSB	corps support battalion

CSC	civilian support center
CSDP	command supply discipline program
CSG-F	corps support group (forward)
CSG-R	corps support group (rear)
CSH	combat support hospital
CSR	controlled supply rate
CSS	combat service support
CSSAMO	combat service support automation management office
CSSCS	Combat Service Support Control System
CTA	common table of allowances
CTASC	corps/theater ADP service center
CTCP	combat trains command post
CXL	cancelled
CZ	combat zone
D	
D	durable
DA	Department of the Army
DAAS	Defense Automatic Addressing System
DAASO	Defense Automatic Addressing System Office
DAMMS-R	Deployment Automated Movement Mapping System – Redesigned
DAMPL	Department of the Army master priority list
DAO	division ammunition officer
DASB	division aviation support battalion
DBOF	Defense Business Operating Fund
DCF	document control file
DCSLOG	deputy chief of staff for logistics
DDM	Defense Disposal Manual
DDN	Defense Data Network
DEH	director of engineering and housing
DEMIL	demilitarization
DESC	Defense Energy Support Center
DEPRA	Defense Program for Redistribution of Assets
DFAS	Defense Finance and Accounting Service
DFSP	Defense Fuel Support Point
DGSC	Defense General Supply Center
DHF	demand history file
DIC	document identifier code
DISCOM	Division Support Command
DLA	Defense Logistics Agency
DLOGS	division logistics system
DLR	depot level reparable
DLSC	Defense Logistics Service Center
DMA	Defense Mapping Agency
DMC	Distribution Management Center
DMMC	Division Materiel Management Center
DMOC	Division Medical Operations Center
DMPRL	Defense Master Priority Requirements List
DMS	Defense Mapping School
DMSO	division medical supply office
DNBI	disease and non-battle injury

DNS	domain name servers
DO	due-out
DOD	Department of Defense
DODAAC	DOD Activity Address Code
DODAAD	DOD Activity Address Directory
DODAC	Department of Defense Ammunition Code
DODIC	DOD Identification Code
DOL	director of logistics
DOS	days of supply
DPA	data processing activity
DPSC	Defense Personnel Support Center
DRD	disposal release denials
DRMO	Defense Reutilization and Marketing Office
DRMS	Defense Reutilization and Marketing Service
DS	direct support
DSA	division support area
DSB	division support battalion
DSC	Defense Supply Center
DSM	direct support maintenance
DSMC	division support medical company
DSN	Defense Switched Network
DSR	document status report
DSS	direct support system
DSTV	direct support team vehicle
DSU	direct support unit
DSWS	division support weapons system
DTO	division transportation office
DTOCSE	division tactical operation center support element
DTS	Defense Transportation System
DTTS	Defense Transportation Tracking System
DVD	direct vendor delivery
DX	direct exchange
DZ	drop zone
E	
EA	each
EAD	echelons above division, equipment availability date
EAD	earliest arrival date, estimated availability date
EBFL	extended boom forklift
EC	essentiality code
ECC	equipment category code
ECDS	enhanced container delivery system
ECP	equipment control point
ECOD	estimated cost of damage
EDD	estimated delivery date
EDSS	equipment deployment and storage systems
EIC	end item code
ELS	exportable logistics system
ELTST	enhanced logistical theater support tool
EOD	explosive ordnance disposal
EOH	equipment on hand

EOP	end of period
EOQ	economic order quantity
EP	equipment publications
EPA	Environmental Protection Agency
ER	equipment readiness
ERC	equipment readiness code
ERPSL	essential repair parts stockage list
ESD	estimated shipping date
ESIL	essential support items list
ESML	expendable supplies and materials list
ESR	equipment status report
ETA	estimated time of arrival
ETD	effective transfer date
ETS	expiration term of service
EUMD	essential unscheduled maintenance demand
F	
F/S	full-size
FAD	force activity designator, field authorization document
FAO	Finance and Accounting Office
FAR	federal acquisition regulation
FARE	forward area refueling equipment
FARP	forward area refuel/rearm point
FAS	free along side
FAST	forward area support team, field assistance team
FBCB2	Force XXI Battle Command Brigade and Below
FC2B	future command and control vehicle
FCDT	freight consolidation and distribution team
FCS	federal catalog system
FDA	Food and Drug Administration
FEBA	forward edge of the battle area
FEDLOG	federal logistics file
FED-STD	federal standard
FEDSTRIP	federal standard requisitioning and issue procedures
FEMA	Federal Emergency Management Agency
FF	freight forwarder
FF&V-P	fresh food and vegetable(s)–perishables
FFHE	field feeding in a hot environment
FIFO	first in-first out
FLD/FLDG	field/fielding
FLDSVC	field service
FLE	forward logistics element
FLSC	final logistics support concept
FMC	fully mission capable
FMEA	failure modes and effects analysis
FMECA	failure modes and effects criticality analysis
FMLB	forward medical logistics battalion
FMP	Force Modernization Program
FMS	foreign military sales
FMSO	foreign military sales order
FMTS	field maintenance test set

FOB	free on board
FOI	found on installation
FORSCOM	Forces Command
FPN	federal part number
FRS	forward repair system
FSB	forward support battalion
FSC	federal supply classification, forward support company in Force XXI
FSC	field service company
FSCN	federal supply classification number
FSG	federal supply group
FSII	fuel system icing inhibitor
FSMC	forward support medical company
FSP	forward stockage point
FSSP	fuel system supply point
FWT	fair wear and tear
FY	fiscal year
FITCAL	fix, inspect, tighten, clean, align, and lubricate
FLSC	final logistic support concept
FMT	field maintenance technician
FRS-H	forward repair system-heavy
FSA	foreign system acquisition
FSB	forward support battalion
FSG	federal supply group
FST	forward support team

G

G-4	assistant chief of staff (logistics)
GAO	Government Accounting Office
GBL	government bill of lading
GCSS-A	global combat control systems—Army
GEN	generator
GFP	government furnished property
GMC	ground maintenance company
GOCO	government-owned, contractor-operated
GOTS	government off the shelf
GPC	government purchase card
GPM	gallons per minute
GPS	global positioning system
GS	general support
GSA	General Services Administration
GSM	general support maintenance
GSU	general support unit

H

HAZMAT	hazardous materials
HCP	health and comfort packs
HEMAT	heavy expanded mobility ammunition trailer
HEMTT	heavy extended mobility tactical truck
HET	heavy equipment transporter
HMDS	hazardous materials data sheet
HMT	high mobility trailer

HN	host nation
HNS	host nation support
HNSCT	host nation support control team
HR	hand receipt
HRH	hand receipt holder
HSC	U.S. Army health services command
HSS	health service support
HTARS	HEMTT tanker aviation refueling system
I	
IAR	inventory adjustment report
IBCT	initial brigade combat team
ICP	inventory control point
IDMS	integrated disposal management system
IDS	intermediate or direct support
IFMS	interagency fleet management system
IG	Inspector General
IGS	intermediate general support
IL	international logistics, identification list
ILAP	integrated logistics analysis program
ILS	integrated logistics support
ILSM	integrated logistics support manager
ILSMM	integrated logistics support management model
ILSMRS	integrated logistics support milestone reporting system
ILSMT	integrated logistics support management team
ILSP	integrated logistics support plan
IM	item manager
IMM	integrated materiel management
IMPAC	international merchant purchase authorization card
IMPL	initial mandatory parts list
INSCOM	U.S. Army Intelligence and Security Command
IPD	issue priority designator
IPDS	inland petroleum distribution system
IPG	issue priority group
ISA	installation support activity
ISD	installation supply division
ISM	integrated sustainment maintenance
ISS	interservice supply support
ISSP	interservice supply support program
ITO	installation transportation officer
ITV	in-transit visibility
J	
JCALIS	joint computer-aided acquisition and logistic support
JCS	Joint Chiefs of Staff
JILSP	joint integrated logistics support plan
JLSC	joint logistics support command
JLSP	joint logistics support plan
JMCC	joint movement control center
JTA	joint table of allowances
JTX	joint training exercise

K	
KM	kilometer
L	
LADDS	laundry and decontamination dry cleaning system
LADS	laundry advanced system
LAFARE	lightweight arctic forward area refueling equipment
LAO	logistics assistance office
LAR	logistics assistance representative
LASE	logistics asset support estimate
LASSO	Logistics Automation Systems Support Office
LCA	logistics control activity
LCC	logistics control code
LCD	Logistics Concepts Directorate
LIF	logistics intelligence file
LIN	line item number
LO	liaison officer
LOC	lines of communication
LOGCAP	Logistics Civil Augmentation Program
LOGPAC	logistics package
LOGPLAN	logistics plan
LOGSA	logistics support activity
LOGSTAT	logistics status
LOR	level of repair
LORA	level of repair analysis
LOTS	logistics-over-the-shore
LRP	logistics release point
LRU	line replaceable unit
LSE	logistics support element
LT	lateral transfer
LTD	location transfer directive
M	
M3T2	multi-mission medium tactical transport (aircraft)
M&S	media and status
MA	maintenance allocation, mortuary affairs
MAAG	Military Assistance Advisory Group
MAC	military airlift command, military allocation chart
MACOM	Major Army Command
MACP	mortuary affairs collection point
MAINT	maintenance
MAL	master authorization list
MAP	military assistance program
MAP	materiel acquisition process
MARB	materiel acquisition review board
MASF	military assistance service-funded
MATCAT	materiel category
MATES	mobilization and training equipment sites
MBPAS	monthly bulk petroleum accounting summary
MC	maintenance use code

MCA	management control activity
MCC	movement control center
MCL	mission-configured load (formerly combat-configured load [CCL])
MCO	movement control officer, maintenance control officer
MCP	maintenance collection point
MCS	maintenance control section
MCT	movement control team
MDS	model/design/series
MEDAID	Medical Defense Against Infectious Disease
MEDCOM	Medical Command
MEDLOG	Medical Logistics
MEDSUP	Medical Supply System
METT-TC	mission, enemy, terrain, troops, time, and civilian considerations
MFFIMS	Mass Fatality Field Information Management System
MFP	materiel fielding plan
MFR	memorandum for record
MHE	materiel handling equipment
MICOM	U.S. Army Missile Command
MILSTAMP	military standard transportation and movement procedures
MIL-STD	military standard
MILSTRIP	military standard requisitioning and issue procedures
MIPR	military interdepartmental purchase request
MIRV	major item requisition validation
MKT	mobile kitchen trailer
ML	management list
MLST	medical logistics support team
MMC	Materiel Management Center
MOADS	Maneuver Oriented Ammunition Distribution System
MOGAS	motor gasoline
MOPP	mission oriented protective posture
MOS	military occupational specialty
MPL	mandatory parts list and federal part number
MPN	manufacturer's part number
MPS	maritime pre-positioned ships
MR	maintenance repair
MRC	material readiness command, material release confirmation
MRD	material release denial
MRE	meal ready to eat
MRL	materiel requirement list
MRO	material release order
MROC	materiel release order confirmation
MROCS	materiel release order control system
MRP	material returns program
MRSA	materiel readiness support activity
MS	maintenance shelter, minimum stockage
MSB	main support battalion
MSC	military sea lift command, major subordinate command
MSC	Medical Service Corps
MSDS	materiel safety data sheet
MSE	mobile subscriber equipment
MSR	main supply route

MST	maintenance support team
MTF	medical treatment facility
MTMC	Military Traffic Management Command
MTOE	modified table of organization and equipment
MTS	mobile tracking system
MUC	maintenance use code
MWO	modification work order
N	
NA	net asset
NAF	nonappropriated fund
NATO	North Atlantic Treaty Organization
NBC	nuclear, biological, and chemical
NDI	non-developmental item
NEO	noncombatant evacuation order
NET	new equipment training
NGB	National Guard Bureau
NGO	non-governmental organization
NICP	national inventory control point
NIIN	national item identification number
NLT	no later than
NMCM	not mission capable maintenance
NMCS	not mission capable supply
NMP	national maintenance program
NSL	non-stockage list
NSN	national stock number
NTV	non-tactical vehicle
O	
OC&S	ordinance center & school
OCE	organizational clothing and equipment
OCIE	organizational clothing and individual equipment
OCONUS	Outside Continental United States
OD	ordinance corps
ODCSLOG	Office of the Deputy Chief of Staff for Logistics
ODCSPER	Office of the Deputy Chief of Staff for Personnel
OL	operating level
OMA	operation and maintenance activity
OMRP	organizational maintenance repair parts
OMS	organizational maintenance shop
OPCON	operational control
OPLAN	operations plan
OPLOG	operations logistics planner
OPORD	operations order
ORD	operational requirements document
ORF	operational readiness float
OSC	objective supply capability
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration
OST	order ship time

P	
PA	procurement appropriation
PADD	person authorized to direct disposition
PAM	pamphlet
P&P	packaging and preservation
PBO	property book officer
PCHT	packaging, crating, handling, and transportation
PCS	permanent change of station
PD	priority designator
PDO	property disposal office
PE	personal effects
PEO	program executive officer
PERSCOM	U.S. Army Total Personnel Command
PG	priority group
PHRH	primary hand receipt holder
PICA	primary inventory control activity
PIIN	procurement instrument identification number
PLL	prescribed load list
PLS	palletized loading system
PM	preventive maintenance, preventive medicine
PM	project manager
PM-ILOGS	project manager, integrated logistics
PMCS	preventive maintenance checks and services
PN	part number
PO	purchasing office
POC	point of contact
POD	point of debarkation
POE	point of embarkation
POL	petroleum, oils, and lubricants
POM	preparation for overseas movement
POMCUS	pre-positioned overseas materiel configured to unit sets
POV	privately owned vehicle
PR&C	purchase request and commitment
PPNT	proponent
PRN	purchase request number
PWRMS	pre-positioned war reserve materiel stocks
PWRS	pre-positioned war reserve stock

Q	
QASAS	quality assurance specialist ammunition surveillance
QDR	quality deficiency report
QM	quartermaster
QSL	quality status listing
QSS	quick supply store

R	
R&M	reliability and maintainability
RAD	required availability date
RAM	reliability, availability, and maintainability
RATTS	Radio Active Testing and Tracking System
RC	recoverability code

RCL	repair cycle level
RCN	record control number
RCO	requisition control office
RCV	receive
REQVAL	requisition validation
RD	required date
RDD	required delivery date
RDF	rapid deployment force
RDO	redistribution order
RDTE	research, development, test, and evaluation
REQ VAL	requisition validation
RIC	routing identifier code
RICC	reportable item control code
RL	retention level
RML	revolution in military logistics
RO	requisitioning objective
ROAC	rear area operations center
ROBCO	readiness objective code
ROC	Rear Operations Center
ROD	report of discrepancy
ROM	refueling on the move
RON/DON	request order number/document order number
ROP	reorder point
ROQ	requisitioning objective quantity
ROWPU	Reverse Osmosis Water Purification Unit
RP	release point
RPD	required pick-up date
RPP	retrograde processing point
RPSTL	repair parts special tools list
RQST	request
RS	report of survey
RSO&I	reception, staging, onward movement, and integration
RSR	required supply rate
RTCC	rough terrain cargo crane
RTCH	rough terrain container handler
RTD	return to duty
RX	repairable exchange
S	
S&S	supply and services
S&T	supply and transportation
SA	storage activity
SAAS	Standard Army Ammunition System
SAMS	Standard Army Maintenance System
SARP	small arms repair parts
SARSS	Standard Army Retail Supply System
SARSS-O	Standard Army Retail Supply System—Objective
SASSO	small arms serialization surety officer
SAVAR	Standard Army Validation and Reconciliation System
SB	supply bulletin
SC	supply catalog and statement of charges

SCA	stock control activity
SCC	supply condition code
SCL	strategic-configured load
SCP	software change package
SDD	standard delivery date
SDS	standard depot system
SECDEF	Secretary of Defense
SECM	shop equipment, contact, maintenance
SER	serial number
SETAF	Southern European Task Force
SF	standard form
SFDLR	stock funding of depot level reparables
SIC	systems integrator code
SICA	Secondary Inventory Control Agency
SIDPERS	Standard Installation/Division Personnel System
SINGARS	Single Channel Ground Airborne Radio System
SKO	sets, kits, and outfits
SL	stockage level, safety level
SLAC	support list allowance card
SLC	stockage list code
SLCR	shower, laundry, and clothing repair
SM	single manager, supply manual
SMCA	single managed conventional ammunition
SMFT	semitrailer-mounted fabric tank
SMR	source, maintenance, and recoverability code
SN	serial number
SNRF	stock number reference file
SNT	serial number tracking
SOO	support operations officer
SOP	standing operating procedures
SOS	source of supply
SP	storage point
SPBS	Standard Property Book System
SPBS-R	Standard Property Book System-Redesigned
SPN	shipment performance notification
SPO	support operation, support operations officer
SPOD	surface port of debarkation
SPR	special program requirement
SPT	support
SPTOPS	support operations
SRA	stock record account
SRC	standard requirements code
SRO	stock record officer
SS	supply status
SSA	supply support activity
SSC	shipment status correlation
SSD	single source distribution
SSF	single stock fund
SSSC	Self-Service Supply Center
STAMIS	Standard Army Management Information System
STANFINS	Standard Finance System

STARC	State Army Reserve Command
STARFIARS	Standard Army Financial Inventory Accounting System
STON	short ton
STTE	special tools and test equipment
SUP	supply
SUPCOM	support command
SURE	supply usage requirements estimator
T	
TA	table of authorization, theater army
TAA	tactical assembly area
TAAC	training ammunition authorization committee
TAACOM	Theater Army Area Command
TAADS	The Army Authorization Documents System
TAC	type of address code, transportation account code
TACOM	U.S. Army Tank-Automotive Command
TACON	tactical control
TAEPD	The Army Equipment Distribution Plan
TAFFS	The Army Field Feeding System
TAG	The Adjutant General
TAMIS	Training Ammunition Management Information System
TAMMC	Theater Army Materiel Management Center
TAMMS	The Army Maintenance Management System
TAMS	Training Ammunition Management System
TASA	total authorized stockage allowance
TAT	to accompany troops
TAV	total asset visibility
TB	technical bulletin
TBC	transportation bill code.
TC	transaction code
TC	Transportation Corps
TC-AIMS II	Transportation Coordinators-Automated Info. Management System II
TCC	Transportation Control Center
TCN	transportation control number
TCP/IP	transmission control protocol/Internet protocol
TCMD	transportation control movement document
TCP	traffic control point
TDA	table of distribution and allowances
TDC	Theater Distribution Center
TDR	transportation discrepancy report
TDS	Theater Distribution System
TDY	temporary duty
TFSA	task force support area
TI	technical inspection
TISA	troop issue subsistence activity
TM	technical manual
TMDE	test, measurement, and diagnostic equipment
TMP	transportation motor pool
TMO	transportation movement officer
TMT	transportation motor transport

TOC	Tactical Operations Center
TOE	table of organization and equipment
TP	total package
TPF	total package fielding
TPFDL	time-phased force deployment list
TPN	tactical packet network
TPU	tank and pump unit
TRADOC	U.S. Army Training and Doctrine Command
TRC	type requirement code
TSA	theater storage area
TSC	Theater Support Command
TSG	TMDE Support Group
TTA	tactical terminal adapter
TTP	trailer transfer point
TSA	troop support activity
U	
UBL	unit basic load
UGR	unitized group rations
UI	unit of issue
UIC	unit identification code
ULLS	Unit Level Logistics System
ULLS-G	Unit Level Logistics System-Ground
ULLS-S4	Unit Level Logistics System-S4
UMCP	unit maintenance collection point
UMD	unscheduled maintenance demands
UMFP	unit materiel fielding point
UMMIPS	uniform materiel movement and issue priority system
UMT	unit ministry team, unit maintenance team
UN	United Nations
UND	urgency of need designator
USACASCOM	U.S. Army Combined Arms Support Command
USACCSA	U.S. Army Command and Control and Support Agency
USAISSDCL	United States Army Information Systems Software Development Center, Lee
USAMMA	U.S. Army Medical Materiel Agency
USAPC	U.S. Army Petroleum Center
USC	United States Code
USPFO	U.S. property and fiscal officer
USR	unit status report
UXO	unexploded ordnance
V	
VTAADS	Vertical-The Army Authorization Document System
W	
WARS	Worldwide Ammunition Reporting System
WHNS	wartime host nation support
WIMM	Weapons Integrated Materiel Manager
WOLF	work order logistics file
WPOD	water port of debarkation

WPOE	water port of embarkation
WRMR	war reserve materiel requirement
WSM	weapons system manager
WSRO	weapons system replacement operations

X	
X	expendable

Section II DEFINITION OF TERMS

accountability

an obligation to keep records of property, documents, or funds, such as identification data, gains, losses, dues-in, dues-out, and balances on hand or in use.

authenticate

a means to establish facts or documents as valid, true, or genuine.

authority

an action that gives official power to a service member.

basic load

a quantity of durable and expendable supplies kept by units to sustain their operations for a prescribed number of days.

cancellation

a way to void a supply request that is no longer needed.

change document

a form used to issue and turn in transactions between the PBO and hand receipt holder; it is also used between the hand receipt holder and the subhand receipt holder.

component hand receipt

a list of nonexpendable and durable components of sets, kits, and outfits that have been issued to an individual for use.

condition code

a one-position, alphabetic character used to classify material to identify the degree of serviceability, condition, and completeness.

Continuing Balance System-Expanded (CBS-X)

a system which maintains Army-wide reportable item control code 2 equipment balances by LIN and NSN identified to the UIC level. This system provides accurate, timely, and auditable Army-wide equipment data that can be used for procurement, distribution, and redistribution decisions.

disposal

the act of getting rid of records, documents, and excess, obsolete, or surplus property under proper authority.

disposition

the final settlement of a supply matter.

document register

a DA Form 2064/Automation is used to record all transactions that require a document number.

dunnage

any material such as boards, planks, blocks, or metal bracing on which supplies are stored.

durable item

an item that is not consumed in use, is not classified as nonexpendable or expendable, and keeps its identity, such as hand tools. An item of Army property coded with an ARC of "D" in the FEDLOG. Durable items do not require property book accountability after issue from the stock record account, but do require hand receipt control when issued to the user. Commercial and fabricated items similar to items coded "D" in the FEDLOG are considered durable items.

end item

a nonexpendable item of equipment or property that consists of more than one component; for example, a truck.

established delivery date

the date a unit can expect to receive an item.

expendable item

an item that is consumed in use or loses its identity, such as paint, cleaning materials, and office supplies. An item of Army property coded with an ARC of "X" in the FEDLOG. Expendable items require no formal accountability after issue from a stock record account. Commercial and fabricated items similar to items coded "X" in the FEDLOG are considered expendable items.

follow-up

a document, sent to the SSA, used to request status on open or incomplete supply requests.

gaining unit

the unit receiving property on a lateral transfer.

hand receipt annex

a document used to record overages and shortages of components of major end items and of chests, sets, kits, and outfits.

hand and subhand receipt

a document used to record acceptance of and responsibility for durable and nonexpendable items issued to an individual.

key control register

a document used to ensure administrative accountability for keys.

lateral transfer

The permanent transfer of supplies or equipment from one unit to another unit. Supplies or equipment are transferred using DA Form 3161.

maintenance category

The level of maintenance to be applied; for example, O for organizational maintenance; C for operator/crew; F for direct support maintenance; H for general support maintenance; and D for depot maintenance.

malfunction

a failure to function properly; for example, failure to fire.

nonexpendable item

an item that is not consumed in use, keeps its original identity during the period of use, and requires that accountability be maintained throughout the life of the item. An item of Army property coded with an ARC of "N" in the FEDLOG. Nonexpendable items require property book accountability after issue from the stock record account. Commercial and fabricated items similar to items coded "N" in the FEDLOG are considered nonexpendable items.

Organizational Clothing and Individual Equipment Record

DA Form 3645 is used to record military-type clothing for which the organization commander is responsible.

organizational-level repairs

Repairs authorized for the performance of maintenance at the organizational level.

Personal Clothing Request

DA Form 3078 is used to request personal military clothing for enlisted personnel.

post

to make all the required entries on a document; for example, to post transactions to the property book.

property book

a record book kept in a unit to control all nonexpendable property of the unit. The property book contains a record of all tables of organization and equipment, tables of distribution and allowances, and common tables of allowances items. Items of individual clothing and equipment are not recorded in the property book.

serviceability code (see condition code)**status cards**

data cards sent from the supply source to the requester providing current information on due-in supply requests.

supply support activity

an activity that processes selected items of supplies and equipment for organizations and units within its area of responsibility.

turn-in document

a form used to turn in supplies and equipment to the SSA.

verify

to prove the truth of a supply transaction.

REFERENCES

Common Table of Allowances

CTA 8-100	Army Medical Department Expendable/Durable Items. 31 August 1994.
CTA 50-900	Clothing and Individual Equipment. 1 September 1994.
CTA 50-909	Field and Garrison Furnishings and Equipment. 1 August 1993.
CTA 50-970	Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items) 21 September 1990.

Department of Army Forms

DA Forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the USAPA Web site at www.usapa.army.mil.

DA Form 17	Requisition for Publications and Blank Forms
DA Form 17-1	Requisition for Publications and Blank Forms (Continuation Sheet)
DA Form 444	Inventory Adjustment Report (IAR)
DA Form 581	Request for Issue and Turn-In of Ammunition
DA Form 581-1	Request for Issue and Turn-In of Ammunition (Continuation Sheet)
DA Form 1574	Report of Proceedings by Investigating Officer/Board of Officers
DA Form 1687	Notice of Delegation of Authority—Receipt for Supplies
DA Form 1974	Laundry List (Medical Treatment Facility and Organization)
DA Form 2062	Hand Receipt/Annex Number
DA Form 2063-R	Prescribed Load List
DA Form 2064	Document Register for Supply Actions
DA Form 2404	Equipment Inspection and Maintenance Worksheet
DA Form 2407	Maintenance Request (Available through normal forms supply channels.)
DA Form 2408-4	Weapon Record Data
DA Form 2408-9	Equipment Control Record
DA Form 2765-1	Request for Issue or Turn-In
DA Form 3078	Personal Clothing Request
DA Form 3161	Request for Issue or Turn-In
DA Form 3318	Records of Demands—Title Insert
DA Form 3328	Property Record
DA Form 3328-1	Serial/Registration Number Record
DA Form 3645	Organizational Clothing and Individual Equipment Record

DA Form 3645-1	Additional Organizational Clothing and Individual Equipment Record
DA Form 3749	Equipment Receipt
DA Form 4697	Department of the Army Report of Survey
DA Form 4702-R	Monthly Bulk Petroleum Accounting Summary
DA Form 4949	Administrative Adjustment Report (AAR)
DA Form 5164-R	Hands-on Evaluation
DA Form 5513-R	Key Control Register and Inventory
DA Form 5811-R	Certificate – Lost or Damaged Class 5 Ammunition Items
DA Form 5977	Authorization Card (Available through normal forms supply channels.)
DA Form 7000	Delegation of Authority—Army Military Clothing Sales Store

Department of Army Pamphlets

DA Pam 385-64	Ammunition and Explosives Safety Standards. 15 December 1999.
DA Pam 710-2-1	Using Unit Supply System (Manual Procedures). 31 December 1997.
DA Pam 710-2-2	Supply Support Activity Supply System: Manual Procedures. 30 September 1998.
DA Pam 735-5	Survey Officer's Guide. 1 March 1997.

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AR 190-11	Physical Security of Arms, Ammunition, and Explosives. 30 September 1993.
AR 190-13	The Army Physical Security Program. 30 September 1993.
AR 190-51	Security of Unclassified Army Property (Sensitive and Nonsensitive)
AR 210-130	Laundry and Dry Cleaning Operations. 15 March 2002.
AR 25-400-2	The Modern Army Recordkeeping System (MARKS). 1 October 2000.
AR 380-5	Department of the Army Information Security Program. 29 September 2000.
AR 700-84	Issue and Sale of Personal Clothing. 15 May 1983.
AR 710-2	Inventory Management Supply Policy Below the Wholesale Level. 31 October 1997.
AR 710-3	Asset and Transaction Reporting System. 31 March 1998.
AR 735-5	Policies and Procedures for Property Accountability. 10 June 2002.

Department of Defense Forms

DD Forms are available from the OSD Web site at www.dior.whs.mil/ICDHOME/DDEFORMS.HTM.

DD Form 250	Material Inspection and Receiving Report
DD Form 314	Preventive Maintenance Schedule and Record
DD Form 362	Statement of Charges/Cash Collection Voucher
DD Form 626	Motor Vehicle Inspection (Transporting Hazardous Materials)
DD Form 836	Dangerous Goods Shipping Paper/Declaration and Emergency Response Information of Hazardous Materials Transported by Government Vehicles/Containers/Vessels
DD Form 836C	Dangerous Goods Shipping Paper/Declaration and Emergency Response Information of Hazardous Materials Transported by Government Vehicles/Containers/Vessels
DD Form 1155	Order for Supplies or Services (Available through normal forms supply channels.)
DD Form 1348-1A	Issue Release/Receipt Document
DD Form 1348-2	DOD Issue Release/Receipt Document With Address Label (Available through normal forms supply channels.)
DD Form 1348-6	DOD Single Line Item Requisition System Document

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STP 10-92Y12-SM-TG
13 MARCH 2003

By Order of the Secretary of the Army:

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